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San Francisco Public Library Commission
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11/4/04

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, November 4, 2004
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of September 16, 2004.
Explanatory document: draft Minutes

3. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 7, 2004.
Explanatory document: draft Minutes

4. CITY LIBRARIAN'S REPORT DISCUSSION
by Acting City Librarian Paul Underwood
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: recruiting for Chief Financial Officer and Chief of Branches; California Library Association (CLA) Annual Conference in San Jose, Nov. 12-16, 2004; a gift to the Western Addition Branch Library; Prop. 14 (State Library Bond) update; and exhibitions and programs.

5. PROP. E HOURS DISCUSSION
Presentation of and discussion concerning establishing service hours for the Main and Branch Libraries for the five-year period beginning January 1, 2005.
Explanatory document: proposed hours of service January 1, 2005-December 31, 2009

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City1's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

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6. COMMENDATORY RESOLUTION ACTION

Presentation of and discussion of and possible action to approve a resolution calling attention to and honoring the many significant contributions that Helen Chin, Principal of Gordon J. Lau School, has made to the betterment of San Francisco's public libraries, particularly the Chinatown Library, and our entire community.
Explanatory document: draft resolution

7. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

8. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. ADJOURNMENT (requires motion and public comment) ACTION

11/1/04 - M. Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

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Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, November 4, 2004
(As approved amended December 2, 2004)

The San Francisco Public Library Commission held a regular meeting on Thursday, November 4, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05pm.

The following members were present: Commissioners Bautista, Chin, Coulter, and Strobin. President Higueras and Vice President Steiman were excused attendance.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public discussed their views challenging a previous Commission discussion that suggested that few library users that offer public comment to the Commission reflected general satisfaction with good performance. This was a view, this person suggested, not held by others. This person commented that instead, the lack of comment resulted from the library's discouragement and disparagement of the comments offered.

Mr. Arne Folkedal, urged that flash photography be banned during programs in the Koret; suggested that library calendar notices be made available 10 days in advance; and suggested that the Library change its computer use reservation system to instead use a model that he thought more flexible and friendly to all users as well as disabled users needs.

Mr. Peter Warfield noted his previously expressed reservations about the Library's computer use reservation system, suggesting time limits were too rigid, and discussed rulings against the Library by the Sunshine Ordinance Task Force resulting from his complaints.

Ms. Samantha Escobar, a pre-school student's parent, objected to plans to relocate an existing pre-school program located in the Bernal Heights Branch Library.

Commissioner Coulter noted that Mr. Folkedal's comments on the computer reservations merited consideration by staff.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF SEPTEMBER 16, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF SEPTEMBER 16, 2004

An anonymous member of the public commented that these Minutes mischaracterized this person's comments concerning the Commission's choosing to meet on a religious holiday and about a letter written by President Higueras concerning library gadflies.

Commission discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF SEPTEMBER 16, 2004

MOTION: by Commissioner Chin, 2nd Commissioner Strobin for approval of the Minutes of the regular meeting of September 16, 2004.
Approved by the following vote:

ACTION: 4-0 AYE (Bautista, Chin, Coulter, and Strobin)

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCTOBER 7, 2004

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCTOBER 7, 2004

An anonymous member of the public found these minutes typical of a pattern of errors and omissions this person said, had become established in Commission meeting minutes. This person also called attention to aspects of the discussion of the Chinatown Branch solar panels, a comment by Vice President Steiman, and concerning the Prop. E hearings that were not reported.
Mr. Peter Warfield opposed approval observing that there many corrections needed, finding these minutes misleading and inaccurate. Mr. Warfield cited inaccuracies in report of or omissions of his comments concerning: an anti-RFID rally; about the Prop. E meetings; and concerning approval of the previous Minutes.

Commission discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCTOBER 7, 2004

MOTION: by Commissioner Chin, 2nd Commissioner Bautista for approval of the Minutes of the regular meeting of October 7, 2004.

Approved by the following vote:

ACTION: 4-0 AYE (Bautista, Chin, Coulter, and Strobin)

AGENDA ITEM #4 CITY LIBRARIAN'S REPORT

The Acting City Librarian Paul Underwood reported on the potential impact on the Library's budget resulting from the defeat of several tax local proposals on the November Ballot. Mr. Underwood reported that a budget presentation reflecting the current fiscal realities would be made at the November 18th regular meeting. The Acting City Librarian informed the Commissioners of the active recruiting efforts for several top management positions at the Library currently unfilled and noted the unexpected departure of the recently selected Chief of Information Technology. Mr. Underwood gave a brief update on the recent San Jose meeting of the California Library Association (CLA). The Acting City Librarian then informed the Commissioners of receipt of a $62,627 bequest benefiting the Western Addition Library. Mr. Underwood then presented an overview of status of the Library's Prop. 14 (State Library Bond) applications. Mr. Underwood completed his report with information highlighting current and upcoming exhibits and programs including the Annual Hand Bookbinders Bxhibit and the 90th Anniversary festivities of the Richmond Branch Library, author lectures, and the Annual Unsung Heroes Awards.

Public comment on AGENDA ITEM #4 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed concern with the potential impact of the failure of the tax proposals, finding the Acting City Librarian's comments realistic, and observed that concerned citizens would be attending the State Library Bond Act Board meeting.

Commission discussion of AGENDA ITEM #4 CITY LIBRARIAN'S REPORT

Commissioner Coulter lauded the rich diversity, depth of programs, and many exhibitions noted in the Acting City Librarian's report that are made available free to the public by the Library.

AGENDA ITEM #5 PROP. E HOURS

The Acting City Librarian Paul Underwood presented a report, (copy attached) outlining proposed revisions setting Library Systemwide public services days and hours for January 1, 2005 until December 31, 2009, the final 5 years of Prop. E (Library Preservation Fund 1994). Mr. Underwood then gave a detailed overview of the process used to gather public input and evaluate users' suggestions. Mr. Underwood next outlined the staff work done to review and consider revisions to the public service hours. The Acting City Librarian noted that the Prop. E Hours proposed would be discussed at the November 18, 2004 Library Commission meeting, and then be brought for approval at the regular December 2, 2004 Library Commission meeting.

Public comment on AGENDA ITEM #5 PROP. E HOURS

An anonymous member of the public noted that the number of responses received did not reflect the number of users who participated in the Prop. E Hearing, noting 18 of 90 responses were attributable to themselves. This person commented that despite some rich discussions at some Prop. E Hearings, the way the hearings were advertised and conducted was not effective in gathering sufficient public input.
Mr. Arne Folkedal likened non-branch library users who attended many other neighborhood libraries Prop. E Hearings to "stuffing the ballot box".
Mr. Peter Warfield noted that the Library was often described as one system with many branches and noted that the hearings were open to all. Mr. Warfield commented that the Prop. E Hearings had been poorly publicized and not well attended. Mr. Warfield favored addition of hours and opposed any reductions, suggesting other library programs could be eliminated to fund more public services hours.

Commission discussion of AGENDA ITEM #5 PROP. E HOURS

Commission Helen Marte Bautista noted that Sunday hours had been frequently requested at the Prop. E Hearing that she attended, but noted associated increased costs could have a large budget impact. Commissioner Bautista called attention to the importance of meeting the requirement that the new hours be approved before the end of this year. Acting City Librarian Paul Underwood described the additional $7.6 million in projected costs that the Library expected to have to absorb during the remaining five years of the Library Preservation Fund's authorization just to maintain the current hours. Mr. Underwood suggested that any replacement ballot measure for Prop. E should include allowance for cost escalations that were not included in the current

charter amendment. The Acting City Librarian noted that these proposed hours would be the regular systemwide hours and that changes in public services hours related to the Branch Library Improvement Program activities would be addressed separately. Commissioner Coulter expressed disappointment with the turnout for this series of Prop. E Hearings and observed that ADA (Americans with Disabilities) Act requirements that mandated relocation of some branch library hearings to nearby branches made the situation more difficult. Commissioner Coulter discussed the survey results reflecting users' wishes, and noted that the Library would have to find long-term creative ways to reconcile increasing demand for more materials, hours, and budget constraints imposed by union contracts. Commissioner Coulter found a mismatch between the limitations imposed by labor agreements and the wishes of the public. Commissioner Coulter noted that proposals to move hours among branches would certainly create an outcry. The Acting City Librarian noted that many aspects of working conditions and rules were set by citywide labor agreements and beyond the control of the Library to change. In response to questions by Commissioner Bautista, Mr. Underwood described how weekend hours were already handled with assistance from dedicated part-time staff. The Acting City Librarian noted that Library staff was continuing to review and consider options for a workable scheduling model that could permit more Sunday hours.

AGENDA ITEM #6 COMMENDING HELEN CHIN

Commissioner Lonnie Chin, noting that they were not related, called her colleagues attention to the many important contributions to the San Francisco Public Library by the late Helen S. Chin, former Principal of the Gordon J. Lau School, and a role model for the community and longtime supporter and friend of libraries. Commissioner Chin called attention to the many important accomplishments of the late Ms. Chin as outlined in the proposed resolution (copy attached) in her honor and urged that her colleagues approve it.

AGENDA ITEM #6 COMMENDING HELEN CHIN

Public comment on AGENDA ITEM #6 COMMENDING HELEN CHIN

None offered

Commission discussion of AGENDA ITEM #6 COMMENDING HELEN CHIN

MOTION: by Commissioner Bautista, 2nd Commissioner Strobin for approval of the proposed resolution honoring the contributions of the late Helen S. Chin.

Approved by the following vote:

ACTION: 4-0 AYE (Bautista, Chin, Coulter, and Strobin)

AGENDA ITEM #7 FRIENDS OF THE LIBRARY REPORT

Ms. Deborah Doyle, Acting Executive Director for the Friends, announced the selection of Ms. Donna Berow, former Executive Director of the San Francisco Friends of the Recreation and Park Department as the new Executive Director of the Friends of the San Francisco Public Library beginning on January 10, 2005. The Acting Executive Director

of the Friends of the Library then reported on plans for the Friends' Offices to relocate from the Main Library just prior to the Thanksgiving Holiday. Ms. Doyle noted that the Friends of the Library's were continuing their efforts to support the Library's Prop. 14 (State Library Bond) applications. Ms. Doyle then reported recent developments in the Friends' capital campaign for neighborhood libraries. Ms. Doyle concluded her report with an update on upcoming Friends' author lectures and programs and announcing a January 11th open house at the Friends' new offices.

AGENDA ITEM #8 LABOR UNION REPORT

Ms. Melissa Riley, Librarians Guild, urged Commissioners to attend the Annual Hand Bookbinders Exhibit that was just opening and called the Commissioners' attention to a website where information on the issue of encroachments on the information commons was fully addressed.

Public comment of AGENDA ITEM #8 LABOR UNION REPORT

Mr. Arne Folkedal noted that a "Google" search would find information.
An anonymous member of the public commented that direct reports from the Library's unions were important.

AGENDA ITEM #9 NEW BUSINESS

None offered.

AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Strobin

Approved by the following vote:
4-0 AYE (Bautista, Chin, Coulter, and Strobin)

There being no further business, the meeting was adjourned at 5:39pm.

Michael Housh, Commission Secretary 12/3/04

Please note: Revisions to these minutes are in alternative typeface. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS to the November 4, 2004 Minutes:

Prop. E (Library Preservation Fund) Hours of Service memo (11/1/04)
Resolution Commending Helen S. Chin

Appendix A

Library Commission meeting of November 4 2004

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by nor subject to approval or verification of accuracy, by the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

TO: San Francisco Public Library Commission

FROM: Paul Underwood
Acting City Librarian

SUBJECT: Proposed Hours of Service: January 1, 2005 – December 31, 2009

DATE: November 1, 2004

BACKGROUND:

The Library Preservation Fund (Proposition E) was approved overwhelmingly by San Francisco voters in June 1994 with over 70% of the vote. In 1995, the Library increased the hours of public service in all locations by nearly 53%, from 767 hours weekly to 1172 hours, including 1112 hours in the branches and 60 hours in the Main Library. Before implementing Proposition E, the Library contracted with David Binder Research to survey the public. The survey results guided the Library in implementing new hours of service, including restoring Reading Centers to full-service branch libraries, substantially increasing the books and materials budget and implementing seven day public service at seven branch hours and the Main Library.

In 1999, the process of surveying the public was repeated and the survey results were presented at a series of public hearings at the branches and Main. The outcome of that process was to sustain commitments made as a result of Proposition E:

- All branch libraries open on Saturday;
- Professional librarians staff all branch libraries;
- Sustain level of programs and services within the branch library system;
- Operate 26 branch libraries and the Main Library; and
- Proposition E required a commitment to at least a minimum of 1,028 hours of public service per week. The Library exceeded that minimum when the hours were established in 1994/1995, at 1,172 hours of public service per week.

The Library Commission approved the schedule of 1,172 hours of public service per week, with minor modifications. These changes were recommended by the Library to help address library user input, as well as to provide more reasonable and consistent staff coverage. At that time, the hours were established for the five-year period ending December 31, 2004.

2004 PROCESS:

The process for evaluation of library user preferences for hours of public service in all 27 locations was similar to that completed in 1999:

- 4,939 library users completed the San Francisco Branch Library Survey;
- 90 residents attended hearings held for all 27 locations; and
- Outcomes of the hearings and the survey results were reviewed and analyzed by library administrators, middle managers and selected branch managers.

ANALYSIS

1. Survey

Survey outcomes for all locations were evaluated. The final survey outcome result of all locations combined was also evaluated. The survey results are attached to this memorandum as *Attachment A: Proposition E – Survey Results, 2004.*

- Library users who completed the survey indicated the following levels of satisfaction with hours of service, in the aggregate:

Very Satisfied	45%
Somewhat Satisfied	43%
Not Very Satisfied	8%
Not Satisfied at All	2%
No Answer	2%

- Library users who completed the survey indicated the following level of satisfaction with the ability to get books and materials they want, in the aggregate:

Very Satisfied	42%
Somewhat Satisfied	46%
Not Very Satisfied	8%
Not Satisfied at All	1%
No Answer	3%

- The most important evening first and second choices, in the aggregate, were for Monday and Wednesday evenings.

- The most important afternoon first and second choices, in the aggregate, were for Saturday and Sunday afternoons.

- The most important morning first and second choices, in the aggregate, were for Saturday and Sunday mornings.

2. Hearings

On the whole, the outcome of the hearings supported the results of the survey. The notes of those meetings are attached to this memorandum as *Attachment B: Proposition E Hearings - Notes of 27 Public Meetings Held September/October 2004.*

- Library users want more hours of service, and prefer Mondays and Sundays for the addition of hours of service.

Library administration believes that the reason for the preference for Mondays and Sundays includes:

- The system is already open Tuesday, Wednesday, Thursday, Friday and Saturday in all locations; Monday in sixteen locations; and Sunday in eight locations. There simply aren't any other days available to consider adding significant hours of service, since the Library has addressed those former outstanding needs since 1994/1995.

- The social structure of San Francisco continues to evolve making Sunday a day for many residents as a day of preference to work, play and study.

3. Fiscal Outlook

The Library's operating budget for salaries for fiscal 2004/2005 is $39,611,857 which is a 4.9% increase over 2003/2004.

Projections for the three-year period of 2004/2005 through 2006/2007 present a need for $7.6 million new dollars needed for salaries to maintain hours of public service at the present level of 1,172 per week.

The increase in costs include:
- Salary increases provided through collective bargaining agreements;
- Restoration of retirement contributions to 100% City provided;
- San Francisco Retirement System, Retirement Subsidy; and
- Health and Dental benefits

These cost projections are based upon the *Three-Year General Fund Budget Projection, FY 2004-05 through 2006-07,* a report prepared by the City Controller, the Mayor's Budget Director and the Budget Analyst, released in March 2004, included as *Attachment C* to this memorandum.

Costs in more detail are presented below in *Table 1,* developed by former Library Finance Director, George Nichols in June 2004.

Table 1

	SALARIES		RESTORE RETIREMENT		SFRS RETIREMENT SUBSIDY		HEALTH & DENTAL BENEFITS		TOTAL
2003-04 (AAO)	$ 33,459,723		$ -		$ -		$ 4,293,415		$ 37,753,138
Changes	$ (60,396)		$ -		$ 1,505,882		$ 413,233	k/	$ 1,858,719
2004-05 Base (Proposed)	$ 33,399,327		$ -		$ 1,505,882		$ 4,706,648		$ 39,611,857
% Change	-0.2%		n/a		n/a		9.6%		4.9%
2% Salary increase 11/1/2005	$ 332,966	a/							$ 332,966
2% Salary Increase 5/1/2006	$ 224,190	b/							$ 224,190
2.5% Retirement Restoration			$ 848,912	e/					$ 848,912
2% SFRS Subsidy					$ 679,130	g/			$ 679,130
15.5% increase Health/Dental	$ -		$ -		$ -		$ 729,530	i/	$ 729,530
Subtotal (Increase)	$ 557,156		$ 848,912		$ 679,130		$ 729,530		$ 2,814,728
2005-06 (estimated)	$ 33,956,483		$ 848,912		$ 2,185,012		$ 5,436,178		$ 42,426,585
% Change	1.7%		n/a		45.1%		15.5%		7.1%
Prior Year Annualized	$ 778,817	c/							$ 778,817
2% Salary Increase 7/1/2006	$ 694,706	d/							$ 694,706
5% Retirement Restoration			$ 1,771,500	f/					$ 1,771,500
2% SFRS Subsidy					$ 708,600	h/			$ 708,600
15.5% increase Health/Dental	$ -		$ -		$ -		$ 842,608	j/	$ 842,608
Subtotal, Increase	$ 1,473,523		$ 1,771,500		$ 708,600		$ 842,608		$ 4,796,232
2006-07 (estimated)	$ 35,430,006		$ 2,620,412		$ 2,893,612		$ 6,278,786		$ 47,222,816
% Change	4.3%		208.7%		32.4%		15.5%		11.3%
Change, FY 2004-05 to 2006-07	$ 2,030,679		$ 2,620,412		$ 1,387,730		$ 1,572,138		$ 7,610,959
% Change	6.1%		n/a		92.2%		33.4%		19.2%

FOOTNOTES:

a/ Approximately 13 pay periods. Salary increase provided through collective bargaining agreements.
b/ Approximately 4.3 pay periods. Increase provided through collective bargaining agreements.
c/ Annualized cost of prior year salary increases (4% less 1.7%).
d/ 2% x salary base of $34.735 million. Increase provided through collective bargaining agreements.
e/ 2.5% of estimated salary base of $33.956 million. Restoration per collective bargaining.
f/ 5% of estimated salary base of $35.430 million. Restoration per collective bargaining.
g/ 2% of estimated salary base of $33.956 million. Projected increase in "Three-Year General Fund Budget Projection, FY 2004-05 through FY 2006-07" report prepared by the Controller, the Mayor's Budget Director, and the Budget Analyst.
h/ 2% of estimated salary base of $35.430 million. Projected increase in "Three-Year General Fund Budget Projection, FY 2004-05 through FY 2006-07" report prepared by the Controller, the Mayor's Budget Director, and the Budget Analyst.
i/ 15.5% increase to base of $4.707 million. Projected increase in "Three-Year General Fund Budget Projection, FY 2004-05 through FY 2006-07" report prepared by the Controller, the Mayor's Budget Director, and the Budget Analyst.
j/ 15.5% increase to base of $5.436 million. Projected increase in "Three-Year General Fund Budget Projection, FY 2004-05 through FY 2006-07" report prepared by the Controller, the Mayor's Budget Director, and the Budget Analyst.
k/ Increase from rate hikes is $430,106. Variance results from other adjustments associated with the attrition rate increase.

4. Exploration of adding Monday, Sunday, or seven day per week service

To prepare a response to public input regarding the preference for the addition of Sunday hours of service; or Monday hours of service; or seven day per week hours of service, the Library developed the following cost model, based on the Merced Branch Library, to evaluate the feasibility of providing additional hours at this time and for the next five years:

Table 2

Option	Hours	FTE	Salary & Fringe (Weekly)	Salary & Fringe (Annual)
1 Current – baseline	40	5.88	$7,985.60	$207,625.53
2 Current + Sunday	44	6.28	$8,468.73	$220,186.96
3 Current + Monday	51	7.28	$9,880.20	$256,885.30
4 Saturday – Wednesday	42	5.65	$7,544.64	$196,160.60
5 Seven days per week	55	7.68	$10,363.34	$269,446.73
DIFFERENCES				
2 Current + Sunday	4	0.40	$493.13	$12,561.43
3 Current + Monday	11	1.40	$1,894.61	$49,259.77
4 Saturday – Wednesday	2	-0.23	($440.96)	($11,464.93)
5 Seven days per week	15	1.80	$2,377.74	$61,821.20

Assumptions and Notes to Table 2

- Costs based on current salary schedules. No escalation based on current contract is included. Analysis shows what it would cost if implemented now for this current year only.
- Per SEIU Local 790 Contract, Library employees receive a "Night Differential" equal to 8% of their hourly wage. The differential applies to hours worked after 5:00 p.m. There is no differential for Saturday or Sunday work.
- Analysis does not address how staffing and scheduling for additional days will be addressed. Additional FTE based on recommended staffing patterns. Scheduling issues would have to be addressed.
- Local 790 SEIU Article III – Pay, Hours and Benefits, Section B - Normal Work Schedules, refers to two consecutive scheduled days off as follows:
  Section B, 206 "A normal work week is a tour of duty comprised of fixed consecutive scheduled days of work and fixed consecutive days off within a period of seven (7) days."
  Section B, 207 "Alternative work weeks can be established by mutual agreement. Employees shall have two consecutive days off except by mutual agreement of the parties."

Recommendations

Recommendation 1
Library administration recommends that the Library Commission maintain hours of public service at the present 1,172 per week for the coming five-year period of January 1, 2005 through December 31, 2009. Setting the number of open hours per week at 1,172 is the base schedule and does not include the temporary closures of branch libraries during the life of the Branch Library Improvement Program, scheduled to be completed in late 2009. The fiscal forecast is such that simply maintaining these hours for the five years will be a significant challenge, based upon the three-year forecast presented earlier in this memorandum.

Recommendation 2
Library administration recommends that the Library Commission approve modest changes in hours to the following branches: Anza, Ingleside, Marina, North Beach, Ocean View, Park, and Western Addition. In this recommendation, Anza would gain 3 hours that would be transferred from Park; North Beach would gain 3 hours that would be transferred from Marina; and the other changes are hours-neutral at the specified locations.

Anza Branch Library (change in total hours: +3)

Current Hours	*Adjusted Hours*
Saturdays, 1 p.m. – 6 p.m.	Saturdays, 10 a.m. – 6 p.m.

Advantages to the Public: This adjustment would provide more access to a branch that has more than twice the usage of the branch being reduced, as well as one which holds two international language collections (Chinese and Russian) *vs.* none at the other branch.

Ingleside Branch Library (change in total hours: zero)

Current Hours	*Adjusted Hours*
Thursdays, 12 noon – 6 p.m.	Thursdays, 1 p.m. – 7 p.m.

Advantages to the Public: This adjustment slightly modifies the hours on Thursday evening to enable more sustainable staff coverage.

Marina Branch Library (change in total hours: -3)

Current Hours	*Adjusted Hours*
Mondays, 10 a.m. – 6 p.m.	Mondays, 1 p.m. – 6 p.m.

Advantages to the Public: This adjustment supports the reallocation of hours from Marina to North Beach.

North Beach Branch Library (change in total hours: +3)

Current Hours	*Adjusted Hours*
Saturdays, 1 p.m. – 6 p.m.	Saturdays, 10 a.m. – 6 p.m.

Advantages to the Public: This adjustment provides more public service hours at a branch library that is extraordinarily busy on Saturdays, and responds to the request for more Saturday hours.

Ocean View Branch Library (change in total hours: zero)

Current Hours	*Adjusted Hours*
Tuesdays, 10 a.m. – 7 p.m.	Tuesdays, 10 a.m. – 6 p.m.
Thursdays, 1 p.m. – 6 p.m.	Thursdays, 1 p.m. – 7 p.m.

Advantages to the Public: This adjustment slightly modifies the hours on Tuesday and Thursday evening to enable more sustainable staff coverage.

Park Branch Library (change in total hours: -3)

Current Hours	*Adjusted Hours*
Saturdays, 10 a.m. – 6 p.m.	Saturdays, 1 p.m. – 6 p.m.

Advantages to the Public: This adjustment supports the reallocation of hours from Park to Anza.

Western Addition Branch Library (change in total hours: zero)

Current Hours	*Adjusted Hours*
Wednesdays, 10 a.m.-9 p.m.	Wednesdays, 1 p.m.-9 p.m.
Thursdays, 1 p.m.-6 p.m.	Thursdays, 10 a.m.-6 p.m.

Advantages to the Public: The adjustment would provide the public with open mornings on alternating days of the week – Tuesdays, Thursdays & Saturdays – which would more evenly distribute morning access as well as be easier to remember, compared to the current two mornings open, then two closed, then one open. This adjustment also provides for more sustainable staff coverage.

LIBRARY HOURS
Pre and Post Prop E

	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	hours/wk
ANZA								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	1-6	31
Post Prop E (1995)	X	12-6	10-9	1-9	10-6	1-6	12-6	44
Post Prop E (2000)	X	12-6	10-9	12-9	10-6	1-6	1-6	44
BAYVIEW								
Pre Prop E (1993-1994)	X	1-6	1-6	10-6	1-9	1-6	X	31
Post Prop E (1995)	X		10-6	1-9	1-6	1-6	10-6	42
Post Prop E (2000)	X	10-6	10-6	1-8	1-7	1-6	10-6	42
BERNAL								
			10-12					
Pre Prop E (1993-1994)	X	X	1-6	1-9	1-6	1-6	1-6	30
Post Prop E (1995)	X	X	10-9	1-9	10-6	1-6	1-6	37
Post Prop E (2000)	X	X	10-9	1-9	10-6	1-6	1-6	37
CHINATOWN								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	10-6	34
Post Prop E (1995)	1-5	1-9	10-9	10-9	10-6	1-6	10-6	55
Post Prop E (2000)	1-5	1-9	10-9	10-9	10-6	1-6	10-6	55
Children's Room								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	10-6	34
Post Prop E (1995)	1-5	1-6	10-8	1-8	10-6	1-6	10-6	47
Post Prop E (2000)	1-5	1-6	10-8	10-8	10-6	1-6	10-6	50
EUREKA VALLEY								
Pre Prop E (1993-1994)	X	1-6	10-6	1-9	1-6	1-6	X	31
Post Prop E (1995)	X	12-6	10-9	1-9	10-6	1-6	12-6	44
Post Prop E (2000)	X	12-6	10-9	12-9	10-6	1-6	1-6	44
EXCELSIOR								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	10-6	34
Post Prop E (1995)	1-5	1-9	10-9	10-9	10-6	1-6	10-6	55
Post Prop E (2000)	1-5	1-9	10-9	10-9	10-6	1-6	10-6	55
GLEN PARK								
Pre Prop E (1993-1994)	X	X	1-6	1-6	3-8	1-6	X	20
Post Prop E (1995)	X	X	10-6	12-8	1-7	1-6	1-6	32
Post Prop E (2000)	X	X	10-6	12-8	1-7	1-6	1-6	32
GOLDEN GATE VALLEY								
Pre Prop E (1993-1994)	X	X	1-6	1-6	2-7	1-6	X	20
Post Prop E (1995)	X	X	10-6	12-8	1-7	1-6	1-6	32
Post Prop E (2000)	X	X	10-6	12-8	1-7	1-6	1-6	32
INGLESIDE								
Pre Prop E (1993-1994)	X	X	1-6	2-7	1-6	1-6	X	20
Post Prop E (1995)	X	X	10-6	12-8	1-6	1-6	12-6	32
Post Prop E (2000)	X	X	10-6	12-8	12-6	1-6	1-6	32
MARINA								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	10-6	34
Post Prop E (1995)	1-5	10-6	10-6	1-9	1-9	1-6	10-6	49
Post Prop E (2000)	1-5	10-6	10-6	1-9	1-9	1-6	10-6	49
MERCED								
Pre Prop E (1993-1994)	X	10-6	10-6	1-9	1-6	1-6	X	34
Post Prop E (1995)	X	X	10-9	1-9	10-6	1-6	10-6	40
Post Prop E (2000)	X	X	10-9	1-9	10-6	1-6	10-6	40

LIBRARY HOURS
Pre and Post Prop E

MISSION								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	10-6	34
Post Prop E (1995)	1-5	1-9	10-9	10-9	10-6	1-6	10-6	55
Post Prop E (2000)	1-5	1-9	10-9	10-9	10-6	1-6	10-6	55
Children's Room								
Pre Prop E (1993-1994)	X	X	10-6	2-8	2-6	2-6	10-6	30
Post Prop E (1995)	1-5	1-6	10-8	1-8	10-6	1-6	10-6	47
Post Prop E (2000)	1-5	1-6	10-8	10-8	10-6	1-6	10-6	50
NOE VALLEY								
			10-12					
Pre Prop E (1993-1994)	X	X	1-6	1-9	1-6	1-6	1-6	30
Post Prop E (1995)	X	X	10-9	1-9	10-6	1-6	12-6	38
Post Prop E (2000)	X	X	10-9	1-9	10-6	1-6	10-6	40
NORTH BEACH								
Pre Prop E (1993-1994)	X	10-6	10-6	1-9	1-6	1-6	X	34
Post Prop E (1995)	X	12-6	10-9	1-9	10-6	1-6	12-6	44
Post Prop E (2000)	X	12-6	10-9	1-9	10-6	1-6	1-6	43
OCEAN VIEW								
Pre Prop E (1993-1994)	X	X	1-6	1-6	1-6	1-6	X	20
Post Prop E (1995)	X	X	10-6	10-6	1-6	1-6	12-6	32
Post Prop E (2000)	X	X	10-7	10-7	1-6	1-6	1-6	33
ORTEGA								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	10-6	34
Post Prop E (1995)	X	10-6	10-6	1-9	1-9	1-6	10-6	45
Post Prop E (2000)	X	10-6	10-6	1-9	1-9	1-6	10-6	45
PARK								
Pre Prop E (1993-1994)	X	1-6	10-6	1-9	1-6	1-6	X	31
Post Prop E (1995)	X	X	10-9	12-8	10-6	1-6	10-6	40
Post Prop E (2000)	X	X	10-9	1-9	10-6	1-6	10-6	40
PARKSIDE								
Pre Prop E (1993-1994)	X	2-6	10-6	2-9	2-6	2-6	X	27
Post Prop E (1995)	X	12-6	10-9	1-9	10-6	1-6	12-6	44
Post Prop E (2000)	X	1-6	10-9	1-9	10-6	1-6	10-6	45
PORTOLA								
			10-12					
Pre Prop E (1993-1994)	X	X	1-6	1-6	1-6	X	X	22
Post Prop E (1995)	X	X	10-6	12-8	1-7	1-6	1-6	32
Post Prop E (2000)	X	X	10-6	12-8	1-7	1-6	1-6	32
POTRERO								
Pre Prop E (1993-1994)	X	X	1-6	1-8	1-6	1-6	1-6	27
Post Prop E (1995)	X	X	10-9	1-9	10-6	1-6	12-6	38
Post Prop E (2000)	X	X	10-8	12-8	10-6	1-6	1-6	36
PRESIDIO								
Pre Prop E (1993-1994)	X	X	1-6	4-9	1-6	1-6	X	20
Post Prop E (1995)	X	X	10-9	1-9	10-6	1-6	10-6	40
Post Prop E (2000)	X	X	10-9	1-9	10-6	1-6	10-6	40
RICHMOND								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	10-6	34
Post Prop E (1995)	1-5	10-6	10-9	10-9	1-9	1-6	10-6	55
Post Prop E (2000)	1-5	10-6	10-9	10-9	1-9	1-6	10-6	55
Children's Room								
Pre Prop E (1993-1994)	X	X	10-6	2-8	2-6	2-6	10-6	30
Post Prop E (1995)	1-5	10-6	10-8	1-8	1-6	1-6	10-6	47
Post Prop E (2000)	1-5	10-6	10-8	10-8	1-6	1-6	10-6	50

LIBRARY HOURS
Pre and Post Prop E

SUNSET								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	10-6	34
Post Prop E (1995)	1-5	1-9	10-9	10-9	10-6	1-6	10-6	55
Post Prop E (2000)	1-5	1-9	10-9	10-9	10-6	1-6	10-6	55
Children's Room								
Pre Prop E (1993-1994)	X	X	10-6	2-8	2-6	2-6	10-6	30
Post Prop E (1995)	1-5	1-6	10-8	1-8	10-6	1-6	10-6	47
Post Prop E (2000)	1-5	1-6	10-8	10-8	10-6	1-6	10-6	50
VISTACION VALLEY								
Pre Prop E (1993-1994)	X	1-6	1-6	2-7	X	1-6	X	20
Post Prop E (1995)	X	X	10-6	12-7	1-7	1-6	12-6	32
Post Prop E (2000)	X	X	10-6	12-7	1-7	1-6	1-6	31
WEST PORTAL								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	10-6	34
Post Prop E (1995)	1-5	1-9	10-9	10-9	10-6	1-6	10-6	55
Post Prop E (2000)	1-5	1-9	10-9	10-9	10-6	1-6	10-6	55
WESTERN ADDITION								
Pre Prop E (1993-1994)	X	X	10-6	1-9	1-6	1-6	10-6	34
Post Prop E (1995)	X	1-9	10-6	10-9	1-6	1-6	10-6	45
Post Prop E (2000)	X	1-9	10-6	10-9	1-6	1-6	10-6	45
BRANCH TOTALS								
Pre Prop E (1993-1994)								754
Post Prop E (1995)								1112
Post Prop E (2000)								1112
MAIN								
Pre Prop E (1993-1994)	X	X10-6	12-9	10-6	10-6	12-6	10-6	47
Post Prop E (1995)	12-5	10-6	9-8	9-8	9-8	11-5	9-5	60
Post Prop E (2000)	12-5	10-6	9-8	9-8	9-8	12-6	10-6	60
Total Branches & Main								
Pre Prop E (1993-1994)								801
Post Prop E (1995)								1172
Post Prop E (2000)								1172

San Francisco Public Library

WHEREAS, the San Francisco Public Library Commission is pleased to RECOGNIZE, HONOR and APPLAUD the varied contributions of the late HELEN S. CHIN to the Chinatown Branch of the San Francisco Public Library, to the children and youth of San Francisco as an educator, and as a community activist who promoted civil rights and social justice for all; and

WHEREAS, HELEN S. CHIN contributed her energy, expertise and problem solving skills to the renovation of the Chinatown Branch as the co-chairperson of the Friends of the Chinatown Branch; and

WHEREAS, HELEN S. CHIN was instrumental in working with the Chinatown community and lobbied vociferously to develop an interim branch of the library within the community during Chinatown Branch's closure during its two and a half year renovation; and

WHEREAS, HELEN S. CHIN expended countless hours in soliciting donations to provide the fixtures for the Chinatown Branch, catered fund raising events, and personally donated a sizable financial contribution; and

WHEREAS, HELEN S. CHIN encouraged TACT – The Association of Chinese Teachers to make continuous donations to the Chinatown Branch to purchase magazines and to purchase materials for the Children's Room; and

WHEREAS, HELEN S. CHIN as Principal of Gordon J. Lau School has consistently provided leadership to bring community agencies together to accomplish the common goals of enriching the quality of life and increasing access to all; NOW

THEREFORE, Let It Be It Resolved that the SAN FRANCISCO PUBLIC LIBRARY COMMISSION, commemorate, express our gratitude and honor HELEN S. CHIN'S OUTSTANDING DEDICATION AND SUPPORT of San Francisco Libraries.

In Witness Whereof, I have hereunto set my hand and caused the seal of the San Francisco Public Library Commission to be affixed.

Charles A. Higueras, A.I.A.
President
November 1, 2004

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, November 18, 2004
TIME: 4:00 p.m.
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting October 21, 2004.
Explanatory document: draft Minutes

3. BOND PROGRAM MANAGER'S REPORT DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: Western Addition Peer Review response.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

4. 2005/06 BUDGET ORIENTATION DISCUSSION
Presentation on and discussion of proposals for the Library's 2005/06 Budget.
Explanatory document:

5. WI-FI & RFID UPDATE DISCUSSION
Presentation of, and discussion of, a report concerning Wi-Fi service at the Library, and an update on plans for RFID.

6. PROP. E HOURS ACTION
Presentation of and discussion of, and possible action to approve establishing service hours for the Main and Branch Libraries for the five-year period beginning January 1, 2005.

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11/18/04

Gavin Newsom
Mayor

Charles A. Higueras, A.L.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

7. PUBLIC EMPLOYEE APPOINTMENT-City Librarian ACTION

Open Session:
Public Comment (on all matters pertaining to the closed session)

Vote on whether to hold closed session pursuant to California Government Code Section 54957(b) (1) and San Francisco Administrative Code Section 67.10(b) - Personnel Matter-Public Employee appointment-City Librarian

Closed Session:
PUBLIC EMPLOYEE APPOINTMENT- CITY LIBRARIAN
Discussion and possible action

Reconvene in open Session:
a) Vote whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)).

b) Disclosure of action taken in closed session.

8. NOMINEE SELECTION PROCEDURES ACTION
Discussion and possible action to approve procedures to select nominees for the position of City Librarian including setting dates and times for special meetings and possible action to create a subcommittee of the Commission to interview candidates and make recommendations to the Commission.

9. ADJOURNMENT (requires motion and public comment) ACTION

M. Housh, Secretary. 11/12/04

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
PUBLIC LIBRARY

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11/8/04
Draft

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

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Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, November 18, 2004.
The San Francisco Public Library Commission held a regular meeting on Thursday, November 18, 2004, and that was continued on December 2, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order by Vice President Steiman at 4:24pm.

The following members were present: Bautista, Chin, Coulter, and Steiman.
President Higueras and Commissioner Strobin were reported excused.
Vice President Steiman announced prior to the meeting being called to order that as the meeting's quorum was expected to be lost after 5pm she planned to continue all of the agenda items to an upcoming meeting except Agenda items #7 and #8 and that Agenda item # 8 would be taken up first, then the Commission would go into closed session.

AGENDA ITEM #8 NOMINEE SELECTION PROCEDURES

Vice President Steiman reported that in response to a request by Library Executive Search Consultant Mr. Bill Hawkins, it was proposed that the deadline for accepting applications for candidates for City Librarian be extended to December 3. Vice President Steiman also noted that the Commission proposed to hold a special meeting on December 6, 2004 to interview candidates in accordance with procedures they proposed to adopt to select nominees for the position of City Librarian. The Commission Vice President also proposed action to create a subcommittee of the Commission to interview candidates and make recommendations to the Commission in the event a quorum of the Commission was not available to conduct the interviews. The Commission Vice President noted that the proposed Selection Committee composed of President Higueras, Vice President Steiman, and Commissioners Bautista, Coulter, and Strobin would be governed by the requirements of the Sunshine Ordinance and would dissolve upon selection of a new City Librarian.

Public comment on AGENDA ITEM #8 NOMINEE SELECTION PROCEDURES

An anonymous member of the public was troubled by the creation of Selection Committee, consisting of a quorum of the Commission able to act in closed session; saying this process worked against openness. This person found proposed extension of the application period selective and unnecessary.
Mr. Peter Warfield commented that he was troubled by the way changes in the process were being made, and suggested that the Commission has had six months to work out details of the procedures. He found creation of the Selection Committee composed of quorum of the Commission and the change in the closure date for applications also troubling.

Ms. Melissa Riley, Librarian's Guild, urged: that the Library unions be given representation on the selection committee: that the Commissioners keep in mind the importance of working together with Library employees: and that they choose candidates open to a variety of viewpoints. Ms Riley called for candidates who would listen to and act upon staff input, and be responsive to the community.

Commission discussion of AGENDA ITEM #8 NOMINEE SELECTION PROCEDURES

MOTION: by Commissioner Steiman, 2nd Commissioner Bautista to reopen the application process until December 3rd, to hold a special meeting on December 6, 2004 to interview candidates, and create of a five member Selection Committee of the Commission (Bautista, Coulter, Higueras, Strobin, Steiman) to interview candidates and make recommendations to the Commission that would dissolve upon the Mayor's selection of a new City Librarian.

Commissioner Coulter called attention to the importance of letting members of the public know the background of why this process was being undertaken. Commissioner Coulter then highlighted the many difficult issues and challenges facing the Commission in seeking candidates for City Librarian who would be willing and able to assume the burdens of leadership for the San Francisco Public Library

Deputy City Attorney Catharine Barnes noted that the proposed extension of the deadline for applications for the position of City Librarian was not limited and applied to anyone who might wish to apply for the position.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Steiman)

AGENDA ITEM #7 PUBLIC EMPLOYEE APPOINTMENT-City Librarian

Public comment AGENDA ITEM #7 PUBLIC EMPLOYEE APPOINTMENT-City Librarian (on all matters pertaining to the closed session)

Mr. Arne Folkedal inquired if there would be a press release and notice to possible applicants that the application deadline had been extended.
An anonymous member of the public suggested that there was no need for a closed session as everything that the Commissioners had discussed under Item #8 would be therefore out of bounds in a closed session. This person also suggested that perception of a lack of fairness compromised the process.
Mr. Peter Warfield commented that as he had heard nothing related to information identifying a specific person, he could not understand why the Commission needed to go into a closed session. Mr. Warfield asked for further clarification of what would be discussed in the closed session.

MOTION: by Commissioner Bautista, 2nd Commissioner Coulter to hold a closed session pursuant to California Government Code Section 54957(b) (1) and San Francisco Administrative Code Section 67.10(b) - Personnel Matter-Public Employee Appointment-City Librarian

The Public Library Commission went into closed session at 4:42pm

This part of the regular November 18, 2004 meeting concluded at 5:43pm when Vice President Steiman returned to the Koret Auditorium to announce that the Library Commission had just lost its quorum while in closed session. The Commission Vice President announced that prior to losing the quorum the Commissioners had continued this item and the remaining unfinished business of the November 18th meeting to December 2, 2004.

At 4:01pm on December 2, 2004 the Public Library Commission reconvened to CONCLUDE INTERRUPTED AGENDA ITEM#7 PUBLIC EMPLOYEE APPOINTMENT-City Librarian Closed Session:

Present were President Higueras, Vice President Steiman, and Commissioners Bautista, Chin, Coulter, and Strobin.

The Commission returned to open Session at 5:17pm
MOTION: by Commissioner Coulter, 2nd Commissioner Strobin not to disclose any discussions held or action taken in closed session (San Francisco Administrative Code Section 67.12(a)).

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Strobin, and Steiman).

AGENDA ITEM #1 PUBLIC COMMENT (cont'd. from November 18, 2004)

An anonymous member of the public suggested: that the Commission had made a farce of the process; that the Commissioners had denied required Public Comment on November 18th; and that the Commission's report on the loss of its November 18th quorum was suspect. This person then concluded that the announcement and rationalization for the continuation of the November 18th meeting two weeks later was untimely, irrational, and denied a genuine informed deliberative process as the law intended.
Mr. Peter Warfield expressed disappointment that Public Comment was not taken prior to loss of the quorum given that the closed session (on November 18th) had lasted longer than announced. Mr. Warfield also offered his interpretation of what he thought to be legal requirements for taking public comment at a continued meeting.
Supervisor–Elect Ross Mirikrimi, noting his longtime support for libraries and his interest in expansion of library services, spoke to the Commissioners in opposition to proposed reductions in public services hours at the Park Branch Library. The Supervisor-Elect suggested that if budgetary concerns were the source for the proposed reductions that other items might be eliminated first.
Mary Helen Brisco, Panhandle Residents Association/Stanyan Fulton, lauded the importance of her branch library to her neighborhood and spoke in opposition to a

reduction in hours at the Park Branch Library; suggesting more hours rather than less were needed.

AGENDA ITEM #9 ADJOURNMENT

MOTION: by Commissioner Coulter, 2nd Commissioner Bautista to adjourn the continuation of the November 18, 2004 regular Public Library Commission meeting.

Public comment on AGENDA ITEM #9 ADJOURNMENT

None offered

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Strobin, and Steiman

The continuation of the November 18, 2004 Public Library Commission meeting adjourned at 5:28 pm on December 2, 2004.

Michael Housh, Commission Secretary 12/10/04

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS:

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Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting November 18, 2004
Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Library Commission

Minutes of Library Commission Meeting November 18, 2004

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
(As approved December 2, 2004)

The San Francisco Public Library Commission held a regular meeting on Thursday, November 18, 2004 in the Koret Auditorium, Main Library. The meeting was called to order by Vice President Steiman at 4:24pm. The following members were present: Bautista, Chin, Coulter, and Steiman.

President Higueras and Commissioner Strobin were reported excused. Vice President Steiman announced prior to the meeting being called to order that as the meeting's quorum was expected to be lost after 5pm she planned to continue all of the agenda items to an upcoming meeting except Agenda items #7 and #8 and that Agenda item # 8 would be taken up first, then the Commission would go into closed session.

DOCUMENTS DEPT.
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SAN FRANCISCO PUBLIC LIBRARY

Agenda Items:
8) Nominee Selection Procedures
7) Public Employee Appointment - Cith Librarian
1) Public Comment
9) ADJOURNMENT
APPENDIX A

AGENDA ITEM #8 NOMINEE SELECTION PROCEDURES

Vice President Steiman reported that in response to a request by Library Executive Search Consultant Mr. Bill Hawkins, it was proposed that the deadline for accepting applications for candidates for City Librarian be extended to December 3. Vice President Steiman also noted that the Commission proposed to hold a special meeting on December 6, 2004 to interview candidates in accordance with procedures they proposed to adopt to select nominees for the position of City Librarian. The Commission Vice President also proposed action to create a subcommittee of the Commission to interview candidates and make recommendations to the Commission in the event a quorum of the Commission was not available to conduct the interviews.
The Commission Vice President noted that the proposed Selection Committee composed of President Higueras, Vice President Steiman, and Commissioners Bautista, Coulter, and Strobin would be governed by the requirements of the Sunshine Ordinance and would dissolve upon selection of a new City Librarian.

Public comment on AGENDA ITEM #8 NOMINEE SELECTION PROCEDURES
An anonymous member of the public was troubled by the creation of Selection Committee, consisting of a quorum of the Commission able to act in closed session; saying this process worked against openness. This person found proposed extension of the application period selective and unnecessary.
Mr. Peter Warfield commented that he was troubled by the way changes in the process were being made, and suggested that the Commission has had six months to work out details of the procedures. He found creation of the Selection Committee composed of quorum of the Commission and the change in the closure date for applications also troubling.
Ms. Melissa Riley, Librarian's Guild, urged: that the Library unions be given representation on the selection committee: that the Commissioners keep in mind the importance of working together with Library employees: and that they choose candidates

open to a variety of viewpoints. Ms Riley called for candidates who would listen to and act upon staff input, and be responsive to the community.

Commission discussion of AGENDA ITEM #8 NOMINEE SELECTION PROCEDURES
MOTION: by Commissioner Steiman, 2nd Commissioner Bautista to reopen the application process until December 3rd, to hold a special meeting on December 6, 2004 to interview candidates, and create of a five member Selection Committee of the Commission (Bautista, Coulter, Higueras, Strobin, Steiman) to interview candidates and make recommendations to the Commission that would dissolve upon the Mayor's selection of a new City Librarian.

Commissioner Coulter called attention to the importance of letting members of the public know the background of why this process was being undertaken. Commissioner Coulter then highlighted the many difficult issues and challenges facing the Commission in seeking candidates for City Librarian who would be willing and able to assume the burdens of leadership for the San Francisco Public Library.

Deputy City Attorney Catharine Barnes noted that the proposed extension of the deadline for applications for the position of City Librarian was not limited and applied to anyone who might wish to apply for the position.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Steiman)

AGENDA ITEM #7 PUBLIC EMPLOYEE APPOINTMENT-City Librarian

Public comment AGENDA ITEM #7 PUBLIC EMPLOYEE APPOINTMENT-City Librarian
(on all matters pertaining to the closed session)
Mr. Arne Folkedal inquired if there would be a press release and notice to possible applicants that the application deadline had been extended.
An anonymous member of the public suggested that there was no need for a closed session as everything that the Commissioners had discussed under Item #8 would be therefore out of bounds in a closed session. This person also suggested that perception of a lack of fairness compromised the process.
Mr. Peter Warfield commented that as he had heard nothing related to information identifying a specific person, he could not understand why the Commission needed to go into a closed session. Mr. Warfield asked for further clarification of what would be discussed in the closed session.

MOTION: by Commissioner Bautista, 2nd Commissioner Coulter to hold a closed session pursuant to California Government Code Section 54957(b) (1) and San Francisco Administrative Code Section 67.10(b) - Personnel Matter-Public Employee Appointment-City Librarian.
The Public Library Commission went into closed session at 4:42pm

This part of the regular November 18, 2004 meeting concluded at 5:43pm when Vice President Steiman returned to the Koret Auditorium to announce that the Library Commission had just lost its quorum while in closed session. The Commission Vice President announced that prior to losing the quorum the Commissioners had continued this item and the remaining unfinished business of the November 18th meeting to December 2, 2004.

At 4:01pm on December 2, 2004 the Public Library Commission reconvened to CONCLUDE INTERRUPTED AGENDA ITEM#7 PUBLIC EMPLOYEE APPOINTMENT-City Librarian

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCTOBER 7, 2004 Closed Session:
Present were: President Higueras, Vice President Steiman, and Commissioners Bautista, Chin, Coulter, and Strobin.
The Commission returned to open Session at 5:17pm.

MOTION: by Commissioner Coulter, 2nd Commissioner Strobin not to disclose any discussions held or action taken in closed session (San Francisco Administrative Code Section 67.12(a)).

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Strobin, and Steiman).

AGENDA ITEM #1 PUBLIC COMMENT (cont'd. from November 18, 2004)

An anonymous member of the public suggested: that the Commission had made a farce of the process; that the Commissioners had denied required Public Comment on November 18th; and that the Commission's report on the loss of its November 18th quorum was suspect. This person then concluded that the announcement and rationalization for the continuation of the November 18th meeting two weeks later was untimely, irrational, and denied a genuine informed deliberative process as the law intended.
Mr. Peter Warfield expressed disappointment that Public Comment was not taken prior to loss of the quorum given that the closed session (on November 18th) had lasted longer than announced. Mr. Warfield also offered his interpretation of what he thought to be legal requirements for taking public comment at a continued meeting.
District 5 Supervisor–Elect Ross Mirkirimi, noting his longtime support for libraries and his interest in expansion of library services, spoke to the Commissioners in opposition to proposed reductions in public services hours at the Park Branch Library. The Supervisor-Elect suggested that if budgetary concerns were the source for the proposed reductions that other items might be eliminated first.
Mary Helen Brisco, Panhandle Residents Association/Stanyan Fulton, lauded the importance of her branch library to her neighborhood and spoke in opposition to a reduction in hours at the Park Branch Library; suggesting more hours rather than less were needed.

AGENDA ITEM #9 ADJOURNMENT

MOTION: by Commissioner Coulter, 2nd Commissioner Bautista to adjourn the continuation of the November 18, 2004 regular Public Library Commission meeting.

Public comment on AGENDA ITEM #9 ADJOURNMENT
None offered.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Strobin, and Steiman)

The continuation of the November 18, 2004 Public Library Commission meeting adjourned at 5:28 pm on December 2, 2004.

Michael Housh, Commission Secretary 12/10/04

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS:

Appendix A
The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

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The number of members of the public who spoke anonymously at this meeting. 1

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Frequently Asked Questions

Last Modified: March 17, 2005

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF CONTINUANCE* of November 18, 2004 Regular Meeting
The continuance of the regular meeting of the San Francisco Public Library Commission of November 18, 2004 will be held as follows:

DATE: Thursday, December 2, 2004
TIME: 4:00pm

PLACE: Koret Auditorium, lower level
Main Library, Civic Center

* Please note that the November 18, 2004 meeting was continued while the Commission was in closed session due to loss of quorum. The Commission will resume its interrupted closed session immediately upon calling this meeting to order and then proceed to complete the agenda prior to holding its regular December 2, 2004 meeting.

AGENDA:

7. CONCLUDE INTERRUPTED ITEM:
PUBLIC EMPLOYEE APPOINTMENT-City Librarian ACTION

Closed Session:
PUBLIC EMPLOYEE APPOINTMENT- CITY LIBRARIAN
Discussion and possible action

Reconvene in open Session:
a) Vote whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)).

b) Disclosure of action taken in closed session.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. ADJOURNMENT (requires motion and public comment) ACTION

11/29/04 Michael Housh, Secretary, Public Library Commission

San Francisco Public Library Commission - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

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Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

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Michael Housh, Commission Secretary 9/11/03

San Francisco Public Library Commission
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Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, December 2, 2004
TIME: 4:00pm or as soon thereafter as the meeting can begin after the adjournment of the Library Commission's continued November 18, 2004 Meeting, which is also noticed for 4:00pm
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 21, 2004.
Explanatory document: draft Minutes

3. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of November 4, 2004.
Explanatory document: draft Minutes

4. PROP. E HOURS ACTION
Presentation of, and discussion of, and possible action to approve hours of public service for the Library system beginning on January 1, 2005.
Explanatory document: Prop. E public service days/hours November 1, 2004 report

5. CITY LIBRARIAN'S REPORT DISCUSSION
by Acting City Librarian Paul Underwood
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: a Prop. 14 update; and exhibitions and programs.

6. WEST PORTAL BRANCH UPDATE ACTION
Presentation on and discussion of the renovation of the West Portal Branch Library and possible action to revise the Branch Library Improvement Program Budget.
Explanatory documents: West Portal Library construction contract information

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Michael Housh, Commission Secretary 9/11/03

7. 2005/06 BUDGET WORKSHOP DISCUSSION

Presentation of, and discussion of, proposals for the Library's 2005/06 Budget.

8. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

9. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. ADJOURNMENT (requires motion and public comment) ACTION

M. Housh, Secretary. 11/29/04

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avin Newsom
Mayor

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, December 2, 2004
The San Francisco Public Library Commission held a regular meeting on Thursday, December 2, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:29pm following the conclusion of the continuation of the Commission's regular November 18th meeting.

The following members were present: President Higueras and Vice President Steiman, and Commissioners Bautista, Chin, Coulter, and Strobin.

The taking of items was reordered so that Agenda Item #6 West Portal Branch Update was taken following general Public Comment.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public spoke against reductions in branch library hours and about the Commission's respond to public comment.
Mr. Peter Warfield also spoke against the proposed changes in Library Public Services hours and criticized Library compliance Prop. E (Library Preservation Fund 1994).

AGENDA ITEM #6 WEST PORTAL BRANCH UPDATE

AGENDA ITEM #6 WEST PORTAL BRANCH UPDATE

BLIP Manager Marilyn Thompson presented a report reporting on the construction bids received and recommending revision in the BLIP Budget to provide additional funds for the renovation of the West Portal Library in the manner preferred by the community. Mr. Brad Saylor of Leland Saylor presented an overview of the bid climate and circumstances that resulted in the increase in cost to renovate the branch Library as planned. Ms. Thompson recommended that the Commissioners approve a revision of the Budget to fund renovations as planned.

Public comment on AGENDA ITEM #6 WEST PORTAL BRANCH UPDATE

Anonymous member of the public found the report chilling and discussed the underlying economic issues that impacted this project and posed a problem for the entire bond program
Mr. Peter Warfield also found the report chilling and suggested that the entire Bond Program had do be viewed in a different light given what had occurred during its fiorst four years.

Commission discussion of AGENDA ITEM #6 WEST PORTAL BRANCH UPDATE

It was the consensus of the Commission after an extensive discussion of what increased construction costs might mean for the overall Bond Program and the merits of this

project to go forward with the planned renovation of the West Portal Branch in accordance with the plans presented to the community. Commissioner Bautista noted that to change the plans now would not result in savings.

MOTION: by Commissioner Bautista, 2nd Commissioner Steiman for approval of the proposed revision of the Branch Library Improvement Program Budget to provide an additional $650,000 from the BLIP budget reserve for the West Portal Branch Library as proposed.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF OCTOBER 21, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF OCTOBER 21, 2004

An anonymous member of the public commented the these Minutes did not report details of Mr. Hawkins proposed options for the City Librarian Search process and failed to properly report the legal requirement for the number of candidates the Commission was required to submit to the Mayor.
Mr. Peter Warfield requested clarification about the number of candidates required to be submitted to the Mayor and asked if candidates would be questioned concerning RFID. Mr. Warfield noted omission of questions regarding the extension of the application deadline.

Commission discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCTOBER 21, 2004

MOTION: by Commissioner Chin , 2nd Commissioner Bautista for approval of the Minutes of the regular meeting of October 21, 2004 as amended.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF NOVEMBER 4, 2004

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF NOVEMBER 4, 2004

An anonymous member of the public found the minutes drained of meaning, and criticized the report of their comments about the Commission's response to public comment.
Mr. Arne Folkedal noted that the minutes inaccurately reported that he had commented on calendaring in the Koret Auditorium and that his comments on recommending changes in the computer time reservation system did not intend to recommend Stanford as a model and were intended to benefit all users not just disabled users needs. Mr. Folkedal later also noted that mobility challenges were not a label and could have been more sensitively addressed. Mr. Folkedal asked that his reported comments reflect his intent and noted that his comments concerning the calendar and the reservation system ere in interest of promoting greater access for all.

Mr. Peter Warfield found objectionable how Mr. Folkedal was described, agreed that his comments were inaccurately reported, and discussed actions the Sunshine Ordinance Task Force had undertaken.
Ms. Deborah Doyle, Acting Executive Director of the Friends provided a correct spelling for the last name of Ms. Berow, the Friends of the Library's new Executive Director.

Commission discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF NOVEMBER 4, 2004

Commissioner Coulter observed that these minutes were not a good as they could be, and suggested that greater sensitivity be demonstrated when making reference to persons offering comments. Commissioner Coulter also requested correction of an erroneous report listing Vice President Steiman as voting on an item when it was actually Commissioner Strobin who was present and voting. Commissioner Coulter suggested that the Commissioner Secretary consider trying different approaches to reporting the minutes.

MOTION: by Commissioner Chin, 2nd Commissioner Bautista for approval of the Minutes of the regular meeting of November 4, 2004 as corrected.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #4 PROP. E HOURS

The Acting City Librarian Paul Underwood discussed the recommendations to maintain the current 1,172 Prop. E system wide public service hours per week as presented in the November 1, 2004 staff report. Mr. Underwood recommended a revision of the proposed schedule to retain the current public service hours at the Marina Branch and North Beach Branch, but authorize the transfer of hours from the Park to the Anza Branch and the minor shifts in hours at Ingleside, Ocean View, and Western Addition as previously recommended.

Public comment on AGENDA ITEM #4 PROP. E HOURS

An anonymous member of the public commented that the Commission should heed what the public surveys and users themselves said were most important hours of service. This person also cited their view that Prop. E (Library Preservation Fund 1994) mandated books and branch hours were the highest priority.
Mr. Arne Folkedal
Mr. Peter Warfield opposed any reductions in branch hours, submitted an additional petition, and read from letters opposed to the proposed shift of hours from the Park and Marina Libraries. Mr., Warfield suggested that the Library was swimming in money and could provide more public service hours.
Ms. Melissa Riley, Librarians' Guild, noted that branch staff was not informed of the proposed shifts. She also suggested that branch closings occurring during the Bond Program could make available staffing to support additional hours in other branches. In particular, Ms. Riley suggested that addition of two staff positions to provide lunch coverage could facilitate Park Branch keeping its current hours.

Commission discussion of AGENDA ITEM #4 PROP. E HOURS

Following a discussion of various options and a review of the costs involved in providing additional hours it was the consensus of the Commission to approve the minor shifts in hours at the Ingleside, Ocean View, and Western Addition as recommended, make no changes in the hours at Park and Anza or at Marina and North Beach retaining the current schedule for hours of public service systemwide. Commissioner Coulter urged that the Library consider how to reduce its costs long-term and still provide the levels and kinds of services the public wanted. Commissioner Coulter suggested that reconsideration of the mix of staffing and use of less high cost staff merited consideration. The Acting City Librarian noted that administration was considering various options and that there would be opportunities as positions became open and during the Bond Program related public services shifts to review and reconsider how staffing was maintained.

MOTION: by Commissioner Steiman, 2nd Commissioner Strobin for approval of minor shifts in hours at the Ingleside, Ocean View, and Western Addition as recommended, make no changes in the hours at Park and Anza or at Marina and North Beach thus retaining their current schedule for hours of public service, and adopt the otherwise recommended 1,172 systemwide hours beginning on January 1, 2005 to continue until December 31, 2009.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

President Higueras noted in response to public comments offered that there was no fair linkage between the Library's consideration of RFID and the issue of setting systemwide hours of public service and that doing so suggested a scare tactic.

AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

The Acting City Librarian presented an update report on the Library's successful applications for Prop. 14 (State Library Bond) funds for the Richmond and Ingleside Branch Libraries. Mr. Underwood praised the dedication and hard work of branch library users, community representatives, and members of the Friends in lobbying so hard and successfully to get the $9.7 million in grants. The Acting City Librarian concluded with a report of current programs and exhibitions.

Public comment on AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

An anonymous member of the public noted that they had gone to Sacramento and that they were inappropriately treated when presenting opposition to the Library's applications. This person commented that they hoped the Library was happy to receive the money and aware of its cost. This person also commented on what they felt disrespectful treatment they received and lack of equality of opportunity to comment. Mr. Peter Warfield commented about his presentation to the State Library Bond Board noting that he opposed some applications but did support the application for Visitacion Valley because it, alone in his view, provided for more books, his primary concern.

Commission discussion of AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

The Commissioners lauded the Acting City Librarian, Library staff, the Friends of the Library, and the community members and library users whose tireless efforts achieved this great success for the entire library system.

AGENDA ITEM #7 2005-06 BUDGET WORKSHOP

Commissioners received a report by Library Chief Financial Officer George Nichols presenting an overview of the current City Budget situation and its implications for the Library's 2005/06 Budget.

Public comment on AGENDA ITEM #7 2005-06 BUDGET WORKSHOP

An anonymous member of the public commented on what they found to be a cycle of non-communication about budget issues and suggested that the failure of the proposed tax increases could only properly be addressed in context of the impact on the Library Preservation Fund (Prop E 1994). This person commented that RFID appeared to be off the table without any official action having been taken and suggested that the Library would have had little expectation of receiving additional revenues from Prop. J & K that failed to win approval.
Mr. Peter Warfield had several questions regarding the implications for the Library of the loss of the tax propositions and shrinkage in the City's General Fund. Mr. Warfield lamented the size of the book budget and wondered what official documentation existed for the elimination of the $300,000 in reserve funds earmarked for RFID.

Commission discussion of AGENDA ITEM #7 2005-06 BUDGET WORKSHOP

Vice President Steiman noted that the Library has been prudent and conservative in spending its income and that it was now even more important that they continue to do so given the economic outlook facing the City in the next few years. In response to a question by president Higueras, the Acting City Librarian outlined how the RFID reserve funds had been eliminated from this year's budget following a request for budget reductions by the Mayor's Budget Office.

AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

None offered

AGENDA ITEM #9 LABOR UNION REPORT

None presented.

AGENDA ITEM #9 NEW BUSINESS

None offered.

AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Strobin that the meeting be adjourned.

Approved by the following vote:
6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

There being no further business, the meeting was adjourned at 8:14pm.

These summary statements are provided by the speaker. Their contents are neither generated by nor subject to approval or verification of accuracy, by the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
PUBLIC LIBRARY

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Connie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, December 2, 2004.
(As approved January 6, 2005)

The San Francisco Public Library Commission held a regular meeting on Thursday, December 2, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 5:29pm following the conclusion of the continuation of the Commission's regular November 18th meeting.

The following members were present: President Higueras and Vice President Steiman, and Commissioners Bautista, Chin, Coulter, and Strobin.

President Higueras stated that takings of the agenda items will be reordered as follows: West Portal Branch Update, Item #6 will be moved on the Agenda to Item #2 immediately behind Public Comments. The President also advised that the Commission has dedicated agenda items, with regards to Prop E, and discussion of hours, speakers should hold comments until that particular presentation is completed.

AGENDA ITEM #1 PUBLIC COMMENT

The anonymous member of the public thanked Mr. Mirkarimi and others who spoke at the Nov. 18th meeting that was just concluded, and that he hoped they stayed to comment at the Dec. 2nd meeting. The anonymous member talked about rationalization of public comments that is designed for people to contribute to Commission deliberations and to the institutions that governs them. This person commented that public comments should be encouraged in a democracy. This person's cited a rationale seeing library staff as visionaries, and suggesting that few people complain because they don't understand, which could mean something is done right; and few people attend meetings to complain, meaning library staff must be doing things right. According to the anonymous speaker, by this contradictory rationale, the Library Administration becomes immune from public comment. People that speak are not aristocrats as library staff, and are not speaking as aristocracy, which then is a strategy of the library staff – the benefits of bunker mentality is that not only are you opposed to people outside your bunker; but no one outside your bunker wants to join you.

Mr. Peter Warfield thanked two speakers who spoke in opposition to Park Branch Library hours reductions. Mr. Warfield stated that with regard to Prop E funding, he commented that Prop. E passed in 1994, provided guaranteed funding for SFPL at a time when people were concerned about branch closings. Mr. Warfield noted that he spoke about this because people have asked him if the Library cutting something because of problems with money. In Mr. Warfield's view as result of Prop E. SFPL has become relatively wealthy, becoming in his opinion one of the best funded per capita libraries in this country. According to Mr. Warfield SFPL's budget went from $19 million to over $33 million in a single year, noting at the same time the book budget and hours were

increased. Mr. Warfield commented that since 1995, SFPL's budget of $33 million went to approximately $58 million, tripling the original budget. Mr. Warfield added that hours went up only one (1) time, during the 1st year of Prop E in 1995 (47%). Mr. Warfield found it troubling that Prop E had shown meager results for book budget and library hours increases, noting the Library Budget had increased over 70% but there was 0% increase in Library hours. According to Mr. Warfield, the Library's book budget was less than 20% higher than ten years ago. He spoke against the proposed changes in Library Public Services hours and criticized Library compliance with the requirements of Prop. E (Library Preservation Fund 1994).

AGENDA ITEM #6 WEST PORTAL BRANCH UPDATE

BLIP Manager Marilyn Thompson presented a report on the construction bids and tabulation of the West Portal Library project received, and recommending revision in the BLIP Budget to provide additional funds for the renovation of the West Portal Library in the manner preferred by the community. Mr. Brad Saylor of Leland Saylor presented an overview of the bid climate and circumstances that resulted in the increase in cost to renovate the branch library as planned. Ms. Thompson recommended that the Commissioners approve a revision of the Budget to increase budget by $650,000 to fund renovations as planned.

Public comment on AGENDA ITEM #6 WEST PORTAL BRANCH UPDATE

An anonymous member of the public thanked the BLIP Manager for printed copies of the slides and explanatory documents. He found them very helpful. The member of the public stated that there was not much underlining information disclosed in the report. The anonymous speaker remarked that this reports sends chills through all of us, and should sends us back to the drawing board. The anonymous speaker used the analogy of football players' contracts set to pay for the ten highest players, but for eleven players, it is impossible to pay for more. He said this is the same as the steel industry going out of business because of market demands. The anonymous speaker commented this is similar to the West Portal Branch's contracting issues. The anonymous speaker questioned how West Portal could be given a budget increase without knowing what will happen with other branch renovation budgets.

Mr. Peter Warfield also found the report chilling and the recommended 20% budget increase suggested that the entire Bond Program had to be viewed in a different light given what had occurred during its first four years. Warfield then observed that the Bond Program had already had a 5% decrease in budget because of cost overruns, but he would leave the sweating of this matter to Library Administration.

Commission discussion of AGENDA ITEM #6 WEST PORTAL BRANCH UPDATE

It was the consensus of the Commission after an extensive discussion of what increased construction costs might mean for the overall Bond Program and the merits of this project to go forward with the planned renovation of the West Portal Branch in accordance with the plans presented to the community. Mr. Saylor was summoned back to the podium by the Commission for further questions about West Portal Branch such as aspects of the budget increase, bid contingency, multiple bidders, about the

possibility of future cost increase problems. According to Mr. Saylor, it would be beneficial to contract with sub-contractors. Mr. Saylor stated also that San Francisco is one of the worst markets to build because of land and material cost. Mr. Saylor also stated that with the recession, businesses are particular hit hard; subcontractors have cost over runs, barriers, and other issues of concern. Mr. Saylor said that the scope of services for West Portal could be revisited. Mr. Saylor also noted that oftentimes skilled construction workers are not readily available in the San Francisco market.

Ms. Thompson was asked by the Commissioners to return to the podium for further questions regarding the increase of West Portal's construction costs. Ms. Thompson outlined her plans to re-estimate the project in relation to the volatile market. The BLIP Manager replied to questions regarding contingency funds stating that construction contingency funds were included for each project. Commissioner Bautista noted that to change the plans now would not result in savings.

MOTION: by Commissioner Bautista, 2nd Commissioner Steiman for approval of the proposed revision of the Branch Library Improvement Program Budget to provide an additional $650,000 from the BLIP Budget reserve for the West Portal Branch Library as proposed.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF OCTOBER 21, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF OCTOBER 21, 2004

An anonymous member of the public expressed his views that the Minutes are an example of distortion and misrepresentation. The anonymous speaker commented that the October 21 Minutes did not report details of Mr. Hawkins proposed options for the City Librarian Search process, and that it failed to properly report the legal requirement for the number of candidates the Commission was required to submit to the Mayor.

Mr. Peter Warfield requested clarification about the number of candidates required to be submitted to the Mayor and asked if candidates would be questioned concerning RFID. Mr. Warfield noted omission of questions regarding the extension of the application deadline. Mr. Warfield asked about status of request for RFID. Mr. Warfield asked to see the actual RFP prior to Commission approval. He also noted that he was concerned about seeing documents from SFPL after the fact. Mr. Warfield asked that if final documents could be put out in enough time for the public to review prior to the Commission meeting. Mr. Warfield asked that his comments in the Minutes about whether or not to extend the City Librarian's search process be revised to reflect that he supported the motion for the extension. Mr. Warfield agreed with the report of his other comments made in relation the City Librarian search.

Commission discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF OCTOBER 21, 2004

Commissioner Higueras asked the Commission Secretary to review the meeting tapes and correct the minutes if needed. The Commission Secretary agreed to review the tapes and make any appropriate corrections.

MOTION: by Commissioner Chin, 2nd Commissioner Bautista for approval of the Minutes of the regular meeting of October 21, 2004 as amended.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF NOVEMBER 4, 2004

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF NOVEMBER 4, 2004

An anonymous member of the public found the minutes drained of meaning, and criticized the report of their comments about the Commission's response to public comment. The anonymous member of the public stated that it was self-serving to claim that the lack of Public Comment means anything, and then he said that, "he had forgotten the rest of what he said himself".

Mr. Arnold Folkedal commented that the Minutes inaccurately reported that he had commented on calendaring in the Koret Auditorium when he had not and that his comments on recommending changes in the computer time reservation system did not intend to recommend Stanford as a model and were intended to benefit all users not just disabled users needs. Mr. Folkedal expressed concern that the Minutes be put together in a way that reflects the comments of those who took the time to come and speak at Commission meetings. He noted that he had requested opportunity to book two computer use reservations, rather than asked to be able to book two days in advance; and that this did not make the Minutes. Mr. Folkedal said he would write a script of his public comment and provide it to the Secretary for accuracy. Mr. Folkedal later also rose to note that mobility challenges were not a label and could have been more sensitively addressed. Mr. Folkedal noted his concerns were that his comments reflect his intent and that his interest to the calendar and the reservation system was in promoting greater access for all.

Mr. Peter Warfield found objectionable Mr. Folkedal's ascription, and agreed that his comments were inaccurately reported. Mr. Warfield discussed a Sunshine Ordinance Task Force (SOTF) hearing held regarding enforcement of its order of determination of April 22, 2004 resulting from his complaint claiming SFPL had violated the Sunshine Ordinance. Mr. Warfield stated the Sunshine Ordinance Task Force had forwarded its order of determination to the District Attorney's Office.

Ms. Deborah Doyle, Acting Executive Director of the Friends provided a correct spelling for the last name of Ms. Bero, the Friends of the Library's new Executive Director.

Commission discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF NOVEMBER 4, 2004

Commissioner Coulter observed that these minutes were not a good as they could be, and suggested that greater sensitivity be demonstrated when referencing persons offering comments. Commissioner Coulter also requested correction of an erroneous report listing Vice President Steiman as voting on an item. Commissioner Steiman noted that she reviewed the videotape of this meeting earlier in the day and it was understandable how Mr. Folkedal's comments became misunderstood. The Commission Vice President observed that people sometimes recall what they wished they had said but that the Minutes should report what people actually said.

Commissioner Coulter asked that the Secretary consider bringing someone from a whole different perspective in to do Minutes and see how it worked out. He also stated that public comments complaining about the Library Commission Minutes are way over the top.

The Commission Secretary stated that he will remove the inappropriate characterization of Mr. Folkedal's disability and make other needed corrections as noted.

MOTION: by Commissioner Chin, 2nd Commissioner Bautista for approval of the Minutes of the regular meeting of November 4, 2004 as amended.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

The President called for a 10 minute recess at 6:45pm.
The Library Commission returned to session at 6:56pm.

AGENDA ITEM #4 PROP. E HOURS

Acting City Librarian Paul Underwood discussed staff recommendations to maintain the current 1,172 Prop. E systemwide public service hours per week as presented in the November 1, 2004 report. Mr. Underwood additionally recommended a revision of the proposed new schedule to retain the current public service hours at the Marina Branch and North Beach Branch, but still authorize the transfer of hours from the Park to the Anza Branch and the minor shifts in hours at Ingleside, Ocean View, and Western Addition as previously recommended.

Public comment on AGENDA ITEM #4 PROP. E HOURS

An anonymous member of the public commented that the Commission should heed what the public surveys and users themselves said were most important, hours of service. This person further suggested that Prop. E (Library Preservation Fund 1994) mandated books and branch hours as the highest priority.
Mr. Peter Warfield stated that he strongly opposed any reductions in branch hours, submitted additional petitions in opposition to the proposed shift in branch library hours, and read from letters opposed to the proposed shift of hours from the Park and Marina Libraries. Mr. Warfield suggested that the Library was wealthy and could provide more public service hours.

Ms. Melissa Riley, Librarians' Guild, noted that she believed that branch staff were not informed of the proposed shifts. She also suggested that branch closings occurring during the Bond Program could make available staffing to support additional hours in other branches. In particular, Ms. Riley suggested that addition of two staff positions to provide lunch coverage could facilitate Park Branch keeping its current hours.

Commission discussion of AGENDA ITEM #4 PROP. E HOURS

Following a discussion of various options and a review of the costs involved in providing additional hours, it was the consensus of the Commission to approve the minor shifts in hours at the Ingleside, Ocean View, and Western Addition as recommended; make no changes in the hours at Park and Anza or at Marina and North Beach, and thus retain the current number of hours of public service systemwide. Commissioner Coulter urged that the Library consider how to reduce its costs long-term and still provide the levels and kinds of services the public wanted. Commissioner Coulter suggested that reconsideration of the mix of staffing and use of less high cost staff merited consideration. The Acting City Librarian noted that administration was considering various options and that there would be opportunities as positions became open and during the Bond Program related public services shifts to review and reconsider how staffing was maintained.

MOTION: by Commissioner Steiman, 2nd Commissioner Strobin for approval of minor shifts in hours at the Ingleside, Ocean View, and Western Addition as recommended, make no changes in the hours at Park and Anza or at Marina and North Beach thus retaining their current schedule for hours of public service, and adopt the otherwise recommended 1,172 systemwide hours beginning on January 1, 2005 to continue until December 31, 2009.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

President Higueras noted in response to public comments offered that there was no fair linkage between the Library's consideration of RFID and the issue of setting systemwide hours of public service and that doing so was a scare tactic.

AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

The Acting City Librarian presented an update report on the Library's successful applications for Prop. 14 (State Library Bond) funds for the Richmond and Ingleside Branch Libraries. Mr. Underwood praised the dedication and hard work of branch library users, community representatives, and members of the Friends in lobbying so hard and successfully to get the $9.7 million in grants. The Acting City Librarian concluded with a report of current programs and exhibitions.

Public comment on AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

An anonymous member of the public noted that they had gone to Sacramento and that they were inappropriately treated when presenting opposition to the Library's applications. This person commented that they hoped the Library was happy to receive

the money and aware of its cost. This person also commented on what they felt had been disrespectful treatment that they received and about lack of equality of opportunity to comment.
Mr. Peter Warfield commented about his presentation to the State Library Bond Board, noting that he opposed some applications, but did support the application for Visitacion Valley because it alone in his view provided for more books, his primary concern.

Commission discussion of AGENDA ITEM #5 CITY LIBRARIAN'S REPORT

The Commissioners lauded the Acting City Librarian, Library staff, the Friends of the Library, and the community members and library users whose tireless efforts achieved this great success for the entire library system.

AGENDA ITEM #7 2005-06 BUDGET WORKSHOP

Commissioners received a briefing by Acting City Librarian Paul Underwood presenting an overview of the current City Budget situation and its implications for the Library's 2005/06 Budget. The Acting City Librarian noted that a more detailed budget presentation would be made at the Commission's December 16th meeting.

Public comment on AGENDA ITEM #7 2005-06 BUDGET WORKSHOP

An anonymous member of the public commented on what they found to be a cycle of non-communication about budget issues and suggested that the failure of the proposed tax increases could only properly be addressed in context of the impact on the Library Preservation Fund (Prop E 1994). This person commented that RFID appeared to be off the table without any official action having been taken and suggested that the Library would have had little expectation of receiving additional revenues from Prop. J & K that failed to win approval.

Mr. Peter Warfield asked several questions regarding the implications for the Library of the loss of the tax propositions and shrinkage in the City's General Fund. Mr. Warfield lamented the size of the book budget and asked for documentation of the elimination of the $300,000 in reserve funds earmarked for RFID.

Commission discussion of AGENDA ITEM #7 2005-06 BUDGET WORKSHOP

Vice President Steiman noted that the Library had been prudent and conservative in spending its income and that it was now even more important that they continue to do so given the economic outlook facing the City in the next few years. In response to a question by President Higueras, the Acting City Librarian outlined how the RFID reserve funds had been eliminated from this year's budget following a request for budget reductions subsequent to the failure of the tax proposals by the Mayor's Budget Office.

AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

None offered

AGENDA ITEM #9 LABOR UNION REPORT

None presented.

AGENDA ITEM #9 NEW BUSINESS

None offered.

AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Strobin that the meeting be adjourned.

Approved by the following vote:
6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

There being no further business, the meeting was adjourned at 8:14pm.

Michael Housh, Commission Secretary 1/7/05

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS to the December 2, 2004 Minutes:

Prop. E (Library Preservation Fund) Hours of Service memo (11/1/04)
Construction Market Trends report
West Portal Branch Update report
2004-05 Mayor's Budget Instructions report

Appendix A

Library Commission meeting of December 2, 2004

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by nor subject to approval or verification of accuracy, by the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Construction Market Trends

3rd Quarter, 2004

Leland Saylor Associates

Factors Influencing Construction Cost

- Labor Escalation 3X 2001-2003 Rates
- Strong Global and Domestic Demand for Materials
- Recent Spikes in Energy Prices
- Transportation via Bulk Cargo is at Capacity
- Weak US Dollar
- Increased Public Works Spending
- Continued Low Interest Rates Pump Up Domestic Housing Market
- In California, insufficient contractor and subcontractor plant and bonding capacity to perform available work

Leland Saylor Associates

Factors affecting Labor Escalation

- Recent recession drove out excess subcontract capacity
- Skilled workers moved to other markets or out of the trades entirely, some never to return
- Costs other than salaries escalated at more than three times the rate of the CPI
- Recession hiring practices kept payrolls low and diverted money from training new workers
- To produce new journeyman workers takes between two & four years.
- Construction workforce grew 4.4% in 2004, outpacing growth in all other business sectors

Leland Saylor Associates

Factors affecting Material Escalation

- The U.S. is not self sufficient in the production of key materials:
  - Steel
  - Cement
  - Copper
  - Lumber
  - Oil
- Energy costs to process raw materials are up 63%
- Demand for basic building materials up 23%
- Huge demand from China causing shortages in steel and cement
- Exchange rate for dollar has plummeted an average of 15% vs. various foreign currencies, upping U.S. prices a like amount
- Bulk cargo transportation is at capacity, causing delay and price spikes

Leland Saylor Associates

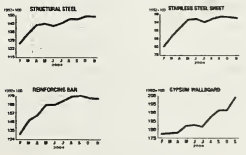
Material Escalation Since 2003

- Total Materials up 23% since 2003
  - Structural Steel Shapes, up 25%
  - Rebar, up 45%
  - Lumber Spot Prices, up 95%
  - Gypboard, up 20%
  - Copper Pipe & Tubing, up 20%
  - Crude Oil, up 63%

Leland Saylor Associates

Sample Material Price Increases

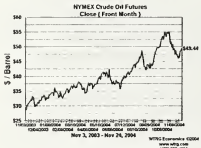
(Graphs courtesy of ENR)



Leland Saylor Associates

Increased Energy Costs—

Cost of Oil per Barrel—up 63% from November 2003



Leland Saylor Associates

Weak Dollar Decreases US Buying Power

- Dollar down 35% vs. the euro since 2002
- Down 23% vs. the yen (2002)
- Decreases in dollar's power ups material costs by a like percentage

Leland Saylor Associates

California Construction Market Prices Outpaces Core Inflation

- Demand in California is greatly outpacing supply, causing tremendous volatility in excess of the already sizzling 10% inflation
  - White hot residential and public sector market
  - Too few contractors and subcontractors
  - Limits to bonding capacity =
  - Ability for contractors and subs to exploit the market & demand higher profit margins
- In short, they are charging what the market will bear

Leland Saylor Associates

Competitive Bidding

- As a general rule, estimators expect that their estimates will fall between +5% and -5% if the normal 5 to 6 bids are received
- As an indication of imbalanced supply and demand, many jobs today are getting 3, 2 or even 1 bidder (s)

Leland Saylor Associates

Price Differential without Competitive Bidding

Number of Bids	% Differential
1 bid	+25% to 50%
2-3 bids	+10% to 25%
4-5 bids	0% to +10%
6-7 bids	0% to -10%

Leland Saylor Associates

Cost Advisory 3rd Quarter 2004

- For all budgets and estimates produced prior to May 2004, LSA recommends adding 10% for labor and material escalation that has already occurred
- We also recommend adding another 10% to 15% to address the shortage of subcontractors, which is causing enormous, but shorter term, volatility
- In short, expect bids to be 20% to 25% higher than a year ago, for the same scope of work.

Leland Saylor Associates

Mitigation Techniques-- Design Phase

- Manage the design, and try for 10% additive alternates
- Review existing budget, prioritize project elements
  - Reduce scope
  - Augment project funds
- Keep stakeholders informed

Leland Saylor Associates

Mitigation Techniques Bidding Phase

- Work with District to identify likely bidding pool
- Identify, and possibly eliminate, any barriers that would make it more difficult to bid project
- Solicit contractor interest at least 2-3 months before bid
- Allow 1 month for bidding cycle
- Prequalification is not recommended at this time

Leland Saylor Associates

2004 - 2005 Budget Instructions

Mayor's Office
Department Head Presentation
December 1, 2004

Summary Points

- Earlier this year, the City faced a projected $1.029B budget problem between FY05 and FY07.
- Budget plans implemented to date have eliminated $684M of this shortfall. This includes mid-year reductions enacted following the loss of Propositions J & K.
- While the City's financial condition is improved, a $345M challenge remains over the next two fiscal years. This includes a $130M shortfall in FY06.
- The planning goal for the FY06 budget is to eliminate $270M of this remaining two-year gap. Only 7% of the initial $1.029B will remain in FY07.

Financial outlook improved...

	FY04	FY05	FY06
Projected shortfalls	($320M)	($307M)	($130M)*

...llowing implementation of mid-year budget reductions.

Summary of $130M projected shortfall...

Revenues	
Projected revenue growth	$42M
Loss of Propositions J & K	($97M)
Revenue Projection	($55M)
Expenditures	
Closed MOU costs	($52M)
Employee benefit costs	($56M)
Non-salary costs	($64M)
Expenditure Projection	($172M)
all projection	($227M)
& K mid-year reductions	$97M
ning shortfall	$130M

Longer-term issues remain...

	FY06	FY07	Two-year Total
Revised shortfalls	($130M)	($215M)	($345M)

...s no wage increases on open labor contracts or non-profit COLAs.

Budget plan for FY06 needs to take a longer view than simply the coming fiscal year…

	FY06	FY07	Two-year Total
Projected shortfalls	($130M)	($215M)	($345M)
FY06 budget plan	$130M	$140M	$270M
Remaining shortfalls	$0M	($75M)	($75M)

Three-year $1.0B budget problem remaining after FY06 budget implementation

Budget deadline calendar

Dec 17th	Annualize Prop J & K mid-year spending reductions in BPREP
Dec 30th	State legislative proposals due
Jan 10th	Governor's January Budget released
Jan 14th	Capital budget requests due
[illegible]	Six month report – Update on current year outlook
Feb 22nd	Budget submission to Controller
[illegible]	Three-year budget outlook – Confirmed projection for next fiscal year
[illegible]	Budget transferred to Mayor's Office
[illegible]	Nine month report – Update on current year outlook
[illegible]	Mayor's Proposed Enterprise Budget due to Board
[illegible]	Governor's May Revised Budget released
[illegible]	Mayor's Proposed General Fund Budget due to Board

West Portal Branch Update

Explanatory Document
"Tabulation of Bids"

Background

Fixed Budget Limit
Testing & Investigation
Estimates during Design
Value Engineering
Contingencies
Outreach

Fixed Budget Limit

- Budget fixed at the start of design
- Includes all hard costs
- Prohibits scope creep

Testing & Investigation

- Early in design
- Uncover unknowns
- Reduces hidden conditions

Estimates during Design

- 100% Schematic Design
- 100% Design Development
- 50% Construction Documents
- 95% Construction Documents

Value Engineering

- Recommendations made by A/E team after each estimate
- To meet Fixed Budget Limit
- To determine alternates

Contingencies

- Design (Estimator's) Contingency
- Change Order (Owner's) Contingency
- Escalation & other factors
- Alternates
- Program Reserve

Outreach

- Public advertisement
- Plan Rooms
- Disadvantaged Business Clearinghouses
- Pre-Bid Conference

Estimator's Analysis

Brad Saylor, Principle
Saylor Consulting Group
Construction Consultants

Conclusions

Recommendation for Consideration

Increase West Portal budget from reserve

West Portal Branch Update

Commission Action

City and County of San Francisco
Department of Public Works
Tabulation of Bids

Spec No: 7528A

Title: West Portal Branch Library Renovation

Bids Received: October 20, 2004

Bidders: (In the order of bids received & opened)

	Huey Construction Management Co., Inc. d.b.a. M H Construction Management Co.	NCCI, Inc. (Non-Responsive Bid)*	Galliera Inc. d.b.a. Trico Construction	Average Bid	Architect's Estimates:	% of Architect's Estimate:
Bid Discount Claimed:	DBE	DBE	DBE			
Base Bid	2,980,000	3,627,000	3,161,955	3,256,318	2,436,918	133.62%
Alt No. 1	42,600	63,000	30,576	45,392	23,598	192.36%
Alt No. 2	52,600	28,000	81,560	54,053	29,438	183.62%
Alt No. 3	9,700	14,000	68,320	30,673	7,610	403.07%
Alt No. 4	28,150	37,000	21,000	28,717	15,722	182.65%
Alt No. 5	34,000	31,000	25,300	30,100	29,477	102.11%
Alt No. 6	18,300	17,000	11,120	15,473	18,133	85.33%
Alt No. 7	22,000	27,000	16,000	21,667	18,025	120.20%
Alt No. 8	60,000	62,000	59,500	60,500	12,184	496.55%
Total Base Bid and Alternates	**3,247,350**	**3,906,000**	**3,475,331**	**3,542,894**	**2,591,105**	**136.73%**

The following announcement was made in the bid opening:
"The construction budget for this project is $2,435,000. The order of alternates is Alt 1, Alt 8, Alt 2, Alt 4, Alt 3, Alt 6, Alt 5 and Alt 7."

BRANCH LIBRARY
IMPROVEMENT PROGRAM

SAN FRANCISCO PUBLIC LIBRARY

COMMUNITY MEETING NOTES: BERNAL HEIGHTS BRANCH LIBRARY

Location: Bernal Heights Branch Library

When: Wednesday, October 6, 2004
7:00 pm

Attendees:

Public	44
Library/City staff	6
Architects	2
Friends of SFPL	1
Total	53

Agenda: Welcome & Introductions – Mindy Linetzky, Bond Program Administrator and Lisa Dunseth, Branch Manager
Community Survey Results – Paul Underwood, Acting City Librarian
Design Presentation & Discussion –Andrew Maloney, Bureau of Architecture and John Thomas, landscape architect, Bureau of Engineering
Friends of SFPL
Next steps & Adjourn

Summary: Mindy Linetzky and Lisa Dunseth welcomed people and reviewed the agenda.

Paul Underwood explained that the first part of the design program is to gather input on community needs. As part of that, the Library created a survey in English and Spanish (see Survey Results handout).

Andrew Maloney explained the proposed renovations and showed changes that reflected community input from the August 04 meeting. On the upper level, there would be a new ramp leading to the front door, an after hours book return, a new main staircase and elevator, an addition towards Andover Street with staff space, and the current children's area would become a designated teen space with a main service desk. The main desk will be very visible as people walk through the front door. On the lower level there would be two new accessible public restrooms, staff work areas, a program room, and an expanded children's area with a door leading to the playground. The library would use the space currently occupied by a pre-school to create a children's area double in size to the existing children's space. The new program room would be on the Moultrie side of the building and have a small restroom, kitchenette, and storage space for chairs and tables. The program room will have access to a plaza and can be locked off from the children's area for after hours community use when the library is closed. John Thomas discussed landscaping concepts around the building including a new plaza with trees and seating areas accessed from the playground where the current amphitheater is.

Rosario Villasana-Ruiz, director of the Bernal Heights State Preschool, discussed her programs needs and concerns and invited community members to tour the preschool at the close of the meeting.

Chris Leishman from the Friends of the San Francisco Public Library announced that she is forming a committee to raise funds locally to help pay for the furniture, fixtures, and equipment for the renovated branch.

As next steps, the Library and the architects will review the information from the meeting and continue to develop the plans. The library will have a table to show the plans at the Fiesta on the Hill. Also, the Library will continue to work with community members and the Preschool staff to find an alternative location for the preschool.

Discussion Notes:

Community Discussion:

General questions/comments:

- Will library ask additional people for input? [Response: We do this in community meetings, Library Commission meetings, as well as written surveys. Plus, the plans will be on display at the branch.]
- There's no question on this survey about meeting rooms—it's very important!
- Bernal is very community-oriented. We saved the Bank of America (on Cortland) and other things.
- The lack of translation is a loss to the community.

Design discussion:

- Ramp is too big.
- Stairs are at one end of the ramp.
- Regarding the outdoor plaza off Moultrie—how will it be restricted from the outside (protect it from drug dealers, etc.) [Response: It's secured by perimeter fencing.]
- Who monitors security? [Response: Library staff.]
- What is the curved area on the drawing? [Response: Program room.]
- How do we access the plaza? [Response: Through Program Room or from the playground.]
- Does the community want patio tables? Yes.
- What about rain protection on patio? [Response: No, it would cost too much.]
- When do we address inside spaces, like the furniture in the adult room? [Response: After we develop the floor plans.]
- Concern about the children's desk—need line of sight to playground door. [Response: We'll lay out the space to allow good sight lines.]
- If the Program Room is used when library is closed, what is the security? [Response: The door into the Children's Area will be locked.]
- Will there be a work group to include "librarians?" [Response: Staff is already included in the design process.]

- Where is the pre-school in this design? [Response: The library has committed resources to staffing a new larger children's area and wants to use the opportunity of the renovation to fully develop all spaces in the building for public library use. We want to create a children's space that will include manipulative activities, etc. for all the children in the community—for families, school groups, pre-school groups. We also will be gaining space for teens upstairs by moving children's room downstairs.]
- Did the library speak to the pre-school about the relocation process? [Response: Yes, the Library met with City College program staff to discuss the two year building closure and the need for the pre-school to find another site.]
- I have 2 kids in the pre-school and I wasn't informed about this. What happens to our kids?
- Our kids are being excluded. [Response: The library feels that an expanded Children's Space and new Teen Area is inclusive for the whole neighborhood.]
- What about the library working with the pre-school? [Response: The Library has been and will continue to work with the preschool to find an alternative space. At the Library's request, Library and City College staff met with the City's multi-agency child care task force to explore possible funds to help with the relocation.]
- We need to stop to address pre-school issues tonight.
- I don't agree—that's not why we came tonight.
- It's wonderful that the pre-school has been able to be in space the library didn't need for all these years, but this is the library's building and the only way the library can expand. Wonderful that the pre-school has had the space free for 30 years.
- There are different views now on community spaces. The pre-school is also a City program. It's hard to find city spaces for low-income families. It's a family center. There is a waiting list of 35 families. The pre-school hours are 9-12 Mon.—Fri.
- We need a group from the pre-school, library and City to find a permanent space for the pre-school. [Response: That would be great. Paul Revere Elementary School is one possible location.]
- Consider St. Kevin's and the Neighborhood Center.
- How many other libraries have a pre-school? [Response: None.]
- From the preschool representative: We know the program has to move during construction. We have outdoor space here that's important. We'd like to come back to the library. Only 9 of the pre-school's hours conflict with the branch's open hours.
- What about the Recreation & Park space next to the library? [Response: It should be explored.]
- Would like this area to be a library children's room, not a pre-school.

Continued design discussion:

- Library shouldn't have keys for its bathrooms.
- What about security cameras? No more 1984.
- The lower level has no space for a children's bathroom, like the one at Mission Branch—that's a better arrangement. It'd take pressure off the other bathrooms. [Response: We'll explore opening a door from the family toilet into the Children's Area, but the family toilet would always be available to children unless a non-children's program was happening.]
- The lower level door into library shouldn't go into a kitchen.
- Wouldn't library staff have to be here for after hours programs? [Response: No, a community organization or individual could reserve the program room and "check out "a key from the librarians.]

- Where is the pre-school in this design? [Response: The library has committed resources to staffing a new larger children's area and wants to use the opportunity of the renovation to fully develop all spaces in the building for public library use. We want to create a children's space that will include manipulative activities, etc. for all the children in the community—for families, school groups, pre-school groups. We also will be gaining space for teens upstairs by moving children's room downstairs.]
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- Wouldn't library staff have to be here for after hours programs? [Response: No, a community organization or individual could reserve the program room and "check out "a key from the librarians.]

- If patio is fenced, which I support, how do people get in from outside? [Response: Through a keyed gate open during library and playground hours.]

Discussion regarding the mural:

- Will the front of the building be re-surfaced? [Response: Regarding the mural, there were people on both sides of the issue last meeting – let's discuss it.]
- Start fresh and clean—this was a neo-classic building originally
- Restore mural
- Clean it up
- Put on a new mural
- Mural has graffiti—people don't take care of it. It doesn't look nice. Murals have to be kept up.
- Mural has history—what is it?
- Library should do a report on the history of the mural.
- Is the wall being torn down in front of the building? [Response: No, but there will be a ramp there.]
- Technology is available now to restore it.

Design discussion continued:

- How about solar panels? The community is in favor of them. [Response: The Library is putting in solar panels where possible. Currently, they are being installed on the Excelsior Branch Library as part of a program to use solar energy in City-owned buildings.]
- How much more expensive is it for solar panels. [Response: Perhaps $10,000—just a guess.] Note: After the meeting it was estimated that solar panels would cost at least $85,000.
- Library is working with the Public Utility Commission to get funds for solar panels on 3 other library buildings, including Excelsior.
- The meeting room is much smaller. It's the only space that's lost a chunk of square footage. The outside access, bathrooms, etc. are great.
- What about Visitacion Valley's new building—if they can have a big meeting room, why can't we? [Response: The proposed Visitacion Valley meeting space is only slightly bigger.]
- Library shouldn't have to close a part of the library to hold a program, so the size of the program room area is key. [Response: The Children's Area would only have to be used for very large programs.]
- At beginning of meeting you said "nothing is set in stone," but it sounds like getting rid of the pre-school is happening.
- Does the Program Room square footage include kitchen, bathroom, and storage? [Response: Without those areas, it's 608 square feet.]
- Program Room is way too small—half the size of the current. [Response: It seats 40 people, assembly-style.] Note: After the meeting, the architects calculated that it could easily seat over 50 people.
- On security for kids—usually there's only 1 unlocked playground gate. Too many entries into playground are a security issue for parents.
- Program Room—it's not really a question of how many chairs fit—it's like a long closet.
- Program Room is divided from Children's Room by columns.
- Might be helpful to look at the options of Program Room versus the children's space.

Handouts:

- Bernal Heights Branch Library Renovation FAQ
- Proposed Floor Plans
- Exit Survey
- Bernal Heights Branch Library Survey results
- Community Meeting Minutes 8.4.04

Bernal Heights Branch Community Meeting Exit Survey Responses 10.6.04

What were three things you heard today about the project that were most memorable?

- Excited that this wonderful building and community resource is getting this work
- There is a preschool program here—not that I see it needing to stay here
- The meeting room will be accessible after hours.
- Solar panels could be used—great idea
- Unbelievable to me that the preschool thinks it has an inalienable right to library space
- Yes to keeping the ceiling and lights upstairs
- New lamp posts—this is a dark area and currently a drug spot
- Hurrah for accessible community room in non-open hours
- Possible PUC funding for PV/Solar panels
- Mural discussion
- Learning more about the actual space usage
- Preschool is concerned about finding a new home
- Security is an issue—especially patio area
- Expanded library area
- Solar panel installations
- Sizes of useable area
- Everyone gets to use the whole library, not just a group

What three issues do you consider most important to the Bernal Heights Branch Library?

- Re-surfacing, renovating outside (remove murals)
- Increasing size of community room
- Security concerns for outside plaza/patio
- Space for books of all types plus reference material and magazines
- Meeting room of size for community to meet and library programs
- Safe space around the library that's not trashy
- The meeting room must not be reduced to a mere 600 sq. ft.—it really needs to stay at its current size!!! Thank you!
- Preschool needs a new permanent space! And we need that space!
- Books and places to read
- Save the ceilings lights on the main floor but add table lights for better vision opportunity
- Bigger meeting room
- Solar panels
- No preschool
- No outside access to "plaza" except by keyed gates
- Effective use of space

- Smart use of space (children's bathroom in the children's space)
- Meeting room
- Quiet areas
- Books & materials
- (Respect for privacy) this branch doesn't have cameras, let's keep it that way!
- Children's area should not have separate hours
- Flexible meeting room for large group

What did you like most about the community meeting?

- The willingness to keep all issues that arose be heard
- Idea to have restroom for children's room—perhaps with 2 doors—community room side locked when library open. Children's room side locked when room used outside of library hours.
- Getting input for the community
- Research/history promised re: murals
- Somebody is trying to listen
- Community input

What did you like least about the community meeting?

- Monopolizing of meeting by interest group
- The divisiveness over the preschool issue which seems to have been overlooked until now. How could the preschool people not know this place was closing?
- Inadequate publicity
- Need meetings to address specifics—murals, preschool, PV panels, etc., in future.
- City staffers not prepared to deal with anything but design—not even to suggest or develop additional processes, e.g., not prepared to refer child center issues to others—have no other ways to address security inside facilities, and don't seem to know how they will address them
- Not every comment gets addressed—people get cut off—rude

Is there anything you would like the project team to know that was not said at the meeting?

- Continue fence to keep drug use out of library space (that was said—but I second it)
- No concrete walls. Unbreakable glass in windows. No toilets upstairs—problem for handicapped. Public bulletin board near book drop.
- Solar panels
- If computers are to be added, use non-windows systems that are truly cost effective (less maintenance cost for library)
- We need to know what you are doing with the remarks we've made besides recording them: who will address them, how are they being considered and by whom. Want a group established to address library services during the time the branch is closed.
- No security cameras!
- Bathroom not open to kitchen

BRANCH LIBRARY
IMPROVEMENT PROGRAM

SAN FRANCISCO PUBLIC LIBRARY

COMMUNITY MEETING NOTES: WEST PORTAL BRANCH LIBRARY

Location: West Portal Branch Library

When: Monday, November 15, 2004
7:00 PM

Attendees:

Public	6
Library/City staff	3
Branch staff	2
Friends of the SF Library	1
Total	12

Agenda: Welcome & introductions – Mindy Linetzky, Bond Program Administrator & Terry Gwiazdowski, Branch Manager
Design and Interior Plans – Mindy Linetzky, Bond Program Administrator
Interim services – Katie Lynds, West District Manager and Irene Lee, Bookmobile Manager
Next Steps
Adjourn

Welcome and introductions:

Terry Gwiazdowski, acting Branch Manager welcomed attendees to the meeting and turned it over to Mindy Linetzky, Branch Bond Program Manager. Mindy laid out the agenda and started discussing the design and interior plans.

Design/Interior Plans:

Mindy gave the latest information on the timeframe for closure which would be either at the end of December or early January, 2005. She explained that the timing of the closure is dependent on negotiations around the bid process and the contract for construction. The entire time of closure should be around 1 and half years.

Mindy explained again the reasons for the renovation which are to complete the seismic strengthening and to make the branch comply with federal ADA requirements. The other items that will also be done are to improve the lighting, update the technology and restore the historic elements of the branch, which include painted stenciling on the ceilings and refinishing the reader tables and chairs. The ADA components will include a new elevator in a new accessible entryway off of Ulloa Avenue as well as larger bathrooms with two stalls for both men and women. There will be a new 24 hour book return in the new entryway as well. All the rest of the public areas – children's, teen and adult will be rearranged for a new look. The outside garden area will be replanted in a border around the front entrance stairway and there will be a paved area inside with benches for public use.

The interior color schemes were introduced and Mindy talked about the changes to the linoleum and the wall colors as well as about the lounge furniture. The refinishing of the historic reader tables and chairs was brought up as a positive element of the building plan that was added after public comment at a previous meeting.

Design/Interior Plan Questions:

- One person asked if there would be shuttle buses to take people from the closed library to Merced branch. [Response: There will be no shuttle buses but there will be a bookmobile in the neighborhood.]
- One person asked if you had to be disabled or in a wheelchair to use to new elevator. [Response: No – anyone who wanted to use the elevator could do so. There is no restriction on who can use it.]
- One person asked if the bus stop on Ulloa would remain the same after the new library entrance is completed. The person further commented that there is a safety issue at that bus stop and they were concerned that there would be more foot traffic going by it on route to the new elevator. [Response: Even though that bus stop would remain the same there would be more lighting in that area because of the new library entrance.]
- One person asked why we needed to replace the linoleum since it didn't seem to be in bad shape. [Response: Even though it doesn't have any visible holes it is worn and should be replaced.]
- Another question concerning the linoleum was why the decision was made to go with that opposed to carpeting. The patron said that carpeting is more comfortable. [Response: Linoleum is more durable and also easier to roll book trucks over.]
- One person asked how much the construction would cost. [Response: $2.7 million for construction which does not include any of the furniture, fixtures and equipment.]
- One person wanted to know where all the new rooms would be.[Response: There will not be any new rooms for the children's teen or adult areas but there would be new bathrooms in the addition. All the other areas including the staff areas will be rearranged but not expanded.]
- One person asked if we had any steel supports in the library that needed to be replaced. He said that the cost of steel was expensive.[Response: We didn't know if any steel supports would need to be replaced but if so, it would be included in the bond amount for the seismic upgrade.]

Interim Services:

Mindy introduced Katie Lynds, West District Manager, who spoke about the plan for interim services at the branch. Katie explained that having an interim services plan is to lessen the pain of the closure for our patrons. Elements of the closure include continuing key library services such as children's story time and programs in the neighborhood during the closure; the use of a bookmobile in the neighborhood; and extending the hours of nearby branches.

Katie explained that West Portal has three different children's story times – Tuesday lapsits at 10:30 am, Wednesday family story time in Russian at 7:00 pm, Saturday preschool story time at 10:30 am. The Tuesday and Saturday story times will be held at the West Portal Playground clubhouse on Lenox Way just up the street from the library above the Muni West Portal tunnel. The Russian story time will be held at Merced Library. This service would start approximately February 1, 2005. Katie wanted to stress that we hope for continuity because the programs will be given by the same librarian, our children's librarian Nina Pogosyan, in locations that are very close to our current location.

The other library service we will be continuing is the once-a-month book club sponsored by one of our adult librarians, Christine Gerber. We will be having that event, which occurs the third Thursday of the month at Java on Ocean, a coffee house that have comfortable living room atmosphere to house the 7-10 participants each month. While we could not use either the Starbucks or Peets on West Portal Avenue because they are not big enough to accommodate such a large group, we are pleased that Java on Ocean would have us and it is right across the street from the Ingleside library.

As for extending the hours at another branch, Katie explained that West Portal will be paired with Merced and Sunset will be paired with Parkside so that when West Portal closes, the hours will be extended at Merced and when Sunset closes, Parkside's hours will increase. Again, this will happen approximately on February 1, 2005 as we will need to keep our staff at West Portal right after the branch closes to the public in order to pack the collections and ready the branch for construction. The increase in Merced's hours will be as follows:

Open 1-9 Mondays (currently not open)
Open 10-9 Wednesdays (currently open from 1-9)
Open 1-5 Sundays (currently not open)

Katie stressed that some West Portal staff will be working at Merced during West Portal's closure so you should see some familiar faces. Then she introduced Irene Lee, Branch Library Improvement Program Bookmobile Manager.

Irene talked about bookmobile service in the neighborhood. The bookmobile will be located on Claremont Avenue near Allston Way. That's just directly opposite from the West Portal Playground so it will be convenient for our patrons. The hours will be Tuesday through Saturday 10:00 am to 5:00 pm with Wednesdays until 7:00 pm. There will be collections in English and Chinese with some Russian down the road. There will be books, videos, DVDs and CDs. Right now, we will have the bookmobile for all these hours. After Sunset closes sometime in the spring, we will have to share the bookmobile with the Sunset neighborhood.

Interim Services Questions:

- One person asked whether Ingleside library will be located at the site of the car garage instead of at the old B of A. [Response: Yes, when the building is completed on that site, Ingleside Library will move there.]
- Another person asked about transportation to Merced Library – how convenient is it. [Response: It is very convenient to get to Merced. The M Oceanview Muni metro goes within one block. The 18 Park Merced bus goes directly there.]
- One person asked about what collections would be on the bookmobile, and especially wanted to know if magazines and newspapers would be on it. [Response: There would be a small selection of magazines to borrow, but no newspapers. Irene responded that the bookmobile was not conducive to sitting and reading a paper.]
- Another person wanted to know what you could do on the bookmobile. [Irene responded that all regular library services would be available on the bookmobile including borrowing materials, placing holds on materials, pick up of holds, applying for and renewing library cards, and limited reference. Mindy explained about the 3 bookmobiles and the timeframe for getting them.]
- Another person asked if there would be any place for people to sit.[Response: No, unfortunately the bookmobiles are not large enough to have seating for patrons, just a small selection of circulating materials including books, videos, DVDs and CDs.]

Next Steps and Fundraising efforts:

Mindy introduced Christine Leishman of the Friends of the San Francisco Public Library. Christine talked about funds the Friends are raising to purchase all the rest of the items that bond money cannot be used for – the furniture, fixtures such as lighting, and equipment such as computers. The Friends are committed to raising $16 million or roughly $500,000 per branch.

Christine explained that about 8 months ago the local capital campaign began meeting. This group is comprised of neighborhood residents who want to support the library by being part of the fundraising efforts. Since that time the committee received a funding commitment from the local realtors of Zephyr Realty Company. Christine said that because the Friends is a separate organization from the library they have to use a separate contact list. If anyone wants to be kept in the loop about the progress of the renovation and fundraising efforts Christine asked them to fill out the blue information cards at the end of the meeting.

Christine then talked about the closing party which will be on Saturday December 18th from 1:00 pm to 3:00 pm. Terry Gwiazdowski, the West Portal acting branch manager talked about her experience with organizing the closing party for the Excelsior branch and what a positive feel it put to the renovation. Christine said West Portal's party would include a cake, goodies, a little entertainment and a closing ceremony.

Mindy then thanked everyone for coming and responded to additional questions.

Next Steps Questions:

- One person asked whether there should be information on the closure in the West Portal local newspapers and also the San Francisco Independent. [Response: We have already been doing that and it will continue including in the Sunset Beacon. They will check on the status of information going to the Independent.]
- One person asked about the structure of the roof and whether there are leaks that need to be repaired. [Response: The roof is a fairly new one and we're not aware of any leaks.]
- One person asked why the library is closing more than one branch at a time and specifically mentioned having Excelsior and West Portal closed at the same time. [Response: We are renovating a total of 19 branches and we are closing them within a timeframe so that when one branch closes in a neighborhood the others in that neighborhood will remain open and have their hours expanded.]
- Another person complained about the bookmobile the library purchased and said that the fact that it was out of service so much was unacceptable.[Response: The bookmobiles we are purchasing now for the Branch Library Improvement Program are brand new and should need less maintenance then the used bookmobile at Excelsior.]

Handouts:

- Interim Services
- Floor Plans
- Community meeting notes 4/3/04
- West Portal Branch Library FAQ

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San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

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12/6/04
Special

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF SPECIAL MEETING OF SAN FRANCISCO PUBLIC LIBRARY COMMISSION *

A Special Meeting the San Francisco Public Library Commission will be held as follows:

DATE: Monday, December 6, 2004

TIME: 8:00 am or as soon as the meeting of the San Francisco Public Library Selection Committee, which is scheduled to begin at 8:00 a.m., ends or is cancelled.

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

NOTE: If the Selection Committee cancels its meeting, the Library Commission meeting shall commence at 8:00 am or as soon thereafter as a quorum of the Commission shall be assembled. If the Selection Committee meets, the Library Commission meeting will begin immediately after the conclusion of the Selection Committee meeting, but no earlier than 5:00 PM.

AGENDA FOR SPECIAL MEETING OF LIBRARY COMMISSION:

PUBLIC EMPLOYEE APPOINTMENT-City Librarian ACTION

Open Session:
Public Comment (on all matters pertaining to the closed session item)

Vote on whether to hold closed session pursuant to California Government Code Section 54957(b) (1) and San Francisco Administrative Code Section 67.10(b) - Personnel Matter-Public Employee appointment-City Librarian

Closed Session:
PUBLIC EMPLOYEE APPOINTMENT- CITY LIBRARIAN
Discussion and possible action

Reconvene in open Session (The Selection Committee shall reconvene no earlier than 5:00 PM or as soon thereafter as the closed session agenda is completed):
a) Vote whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)).

b) Disclosure of action taken in closed session.

3. ADJOURNMENT (motion and public comment required) ACTION

11/19/04 - M. Housh, Commission Secretary

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Steven A. Coulter
Deborah Strobin
Commissioners

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Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, December 6, 2004

The San Francisco Public Library Commission held a special meeting on Monday, December 6, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order at 8:07am.

The following members were present: President Higueras and Vice President Steiman, and Commissioners Bautista, Chin, Coulter, and Strobin.

President Higueras announced that it was not expected that the Commission would return from its proposed, "closed session" before 7pm.

The posted meeting of the Selection Committee for 12/6/04 was cancelled.

AGENDA ITEM #1 PUBLIC EMPLOYEE APPOINTMENT-City Librarian

Public Comment (on all matters pertaining to the closed session item)

An anonymous member of the public suggested that the Commissioners question each candidate concerning the required number of candidates for City Librarian that the Library Commission was required to submit to the Mayor. This person also inquired as to where the "closed session" would be held and suggested that it was mandatory that the meeting be held in a public place and that members of the public be informed so that participants in the closed session meeting might be intercepted by "reporters" as they entered or departed the meeting and be questioned regarding what was occurring during the meeting.

Mr. Peter Warfield noted the lack of a General Public Comment on the meeting agenda and questioned the need for a secret meeting. Mr. Warfield observed that elsewhere finalists for similar positions were interviewed at public meetings and were available to respond to questions from library staff and members of the public. Mr. Warfield recommended candidates that: gave highest priority to providing more books and hours; were the "best and brightest; were most experienced; and were dedicated to building collections and working with staff.

MOTION: by Commissioner Steiman, 2nd Commission Coulter to hold a closed session pursuant to California Government Code Section 54957(b) (1) and San Francisco Administrative Code Section 67.10(b) - Personnel Matter-Public Employee appointment-City Librarian

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

The Library Commission retired into Closed Session at 8:26am.

The Public Library Commission reconvened in open Session at 7:25pm.

MOTION: by Commissioner Higueras, 2nd by Commissioner Steiman (in accordance with San Francisco Administrative Code Section 67.12(a) that that it was the consensus of the Commission to report that candidates for the position of City Librarian would be forwarded to the Mayor.

AGENDA ITEM #3 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Coulter that the meeting be adjourned.

Approved by the following vote:
6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

There being no further business, the meeting was adjourned at 7:27pm.

Michael Housh, Commission Secretary 12/17/04

Please note: Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS to the December 6, 2004 Minutes:

Appendix A

Library Commission meeting of December 6, 2004

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by nor subject to approval or verification of accuracy, by the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library Commission
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President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Thursday, December 6, 2004.
(As approved January 6, 2005)

The San Francisco Public Library Commission held a special meeting on Monday, December 6, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order at 8:07am.

The following members were present: President Higueras and Vice President Steiman, and Commissioners Bautista, Chin, Coulter, and Strobin.

President Higueras announced that it was not expected that the Commission would return from its proposed, "closed session" before 7pm.

The posted meeting of the Selection Committee for 12/6/04 was cancelled.

AGENDA ITEM #1 PUBLIC EMPLOYEE APPOINTMENT-City Librarian

Public Comment (on all matters pertaining to the closed session item)
An anonymous member of the public suggested that the Commissioners question each candidate concerning the required number of candidates for City Librarian that the Library Commission was required to submit to the Mayor. This person also inquired as to where the "closed session" would be held and suggested that it was mandatory that the meeting be held in a public place and that members of the public be informed so that participants in the closed session meeting might be intercepted by "reporters" as they entered or departed the meeting and be questioned regarding what was occurring during the meeting.
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MOTION: by Commissioner Steiman, 2nd Commission Coulter to hold a closed session pursuant to California Government Code Section 54957(b) (1) and San Francisco Administrative Code Section 67.10(b) - Personnel Matter-Public Employee appointment-City Librarian

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

The Library Commission retired into Closed Session at 8:26am.

The Public Library Commission reconvened in open Session at 7:25pm.

MOTION: by Commissioner Higueras, 2nd by Commissioner Steiman (in accordance with San Francisco Administrative Code Section 67.12(a)) that that it was the consensus of the Commission to report that candidates for the position of City Librarian would be forwarded to the Mayor.

AGENDA ITEM #3 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Coulter that the meeting be adjourned.

Approved by the following vote:
6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

There being no further business, the meeting was adjourned at 7:27pm.

Michael Housh, Commission Secretary 1/7/05

Please note: Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS to the December 6, 2004 Minutes:

Appendix A

Library Commission meeting of December 6, 2004

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The number of members of the public who spoke anonymously at this meeting. 1

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Vice President

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Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, December 16, 2004
TIME: 4:00 p.m.
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting November 18, 2004.
Explanatory document: draft Minutes

3. 2005-06 LIBRARY BUDGET WORKSHOP DISCUSSION
Presentation of and discussion of budget issues and revenue projections for the Library's 2005-06 Budget
Explanatory document: 2005-06 Budget Report 12/10/04.

4. BOND PROGRAM MANAGER'S REPORT DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: Western Addition Library Peer Review response
Explanatory documents: current Budget Report and Branch Library Summary Schedules

5. ADJOURNMENT (requires motion and public comment) ACTION

M. Housh, Secretary. 12/10/04

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

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Gavin Newsom
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nderwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, December 16, 2004.
The San Francisco Public Library Commission held a regular meeting on Thursday, December 16, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:11pm.

The following members were present: Bautista, Chin, Higueras, Steiman, and Strobin. Commissioner Coulter was reported excused attendance.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public commented on aspects of the closed session meeting held on December 6th that this individual found questionable.
Ms. Rosemary Wren requested that the Library have a holiday tree and recounted her efforts to persuade library staff to put up a holiday tree. Additionally Ms. Wren offered to facilitate donation of a tree and expressed concern with staff's negative response to her request in 2003.
Mr. Peter Warfield thanked the Commissioners for not reducing hours but expressed disappointment that the growth in the Library's budget made possible by Prop. E (Library Preservation Fund 1994) did not in his view result in commensurate increases in books and hours. Mr. Warfield also requested clarification of the status of RFID at the Library, recommending that references to it be eliminated from the Strategic Plan.

In response to Ms. Wren's comments and President Higueras' request, Acting Deputy City Librarian Marcia Schneider noted that while the Library had holiday trees in the past, changes in City policies and previous expressions of concern at their appropriateness had resulted in not having such trees in recent years. Ms. Schneider noted that perhaps after clarification of City policies, a holiday tree might be possible next year.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE NOVEMBER 18TH MEETING

Public comment on AGENDA ITEM #2 APPROVAL OF MINUTES OF THE NOVEMBER 18TH MEETING

An anonymous member of the public commented on omissions and inaccuracies in the Minutes citing: report Vice President Steiman's announcement that the quorum would be lost at 5pm and that public comment would be therefore limited; and Commissioner Coulter's six points concerning the City Librarian Search process that were not specifically detailed in these minutes.

Mr. Peter Warfield found several inaccuracies and omissions in these minutes report of discussions, citing: a comment by Supervisor-Elect Mirkirimi; omission of a request to speak by representatives of the Bernal Height preschool program; and about Vice President Steiman's announcement of when the meeting's quorum would be lost.

Commission discussion of AGENDA ITEM #2 APPROVAL OF MINUTES OF THE NOVEMBER 18TH MEETING

MOTION: by Commissioner Bautista, 2nd Commissioner Chin for approval of the November 18, 2004 regular meeting minutes.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 2005-06 LIBRARY BUDGET WORKSHOP

Former Library Chief Financial Officer George Nichols presented a detailed overview of the City and the Library's budget outlook for 2005-06 calling attention to the impact of the loss of two proposed revenue measures in November and a continuing decline in general Fund tax revenues accruing to the Library. Mr. Nichols highlighted how the Library staff had responded to the Mayor's Budget Office's request for reductions in this year's budget and discussed the continuing impact of loss of General Fund revenues in the next year. Mr. Nichols additionally noted that the revenue loses were only one half of the problem and that continuing escalation in mandated personnel and work order costs beyond the Library's control would have significant cost increase impact in upcoming budget cycles. Mr. Nichols then outlined this year's budget schedule noting that an approved 2005-06 Budget had to be submitted to the Mayor's Budget office by February 22nd. Mr. Nichols noted that detailed proposals would be brought to the Commissioners for their consideration and review at their January 20th and February meetings. The former Chief Financial Officer reported that the Library's Finance Office staff were considering both short-term steps and long-term planning necessary to address the likely budget challenges. Mr. Nichols noted that there were sufficient funds available to maintain current levels of services but that this would become increasingly difficult as increases in baseline costs beyond the Library's control continued to occur. Mr. Nichols suggested that in the future, no part of the budget could be considered immune from review and that the Library would have to carefully manage and strategically expend its reserve funds during the next three difficult budget cycles.

Public comment AGENDA ITEM #3 2005-06 LIBRARY BUDGET WORKSHOP

An anonymous member of the public questioned the creditability of Mr. Nichols' report, suggesting that $300,000 on reserve for RFID proposed to be cut from this years' budget was additionally programmed to be spent on youth employment. This person also suggested that the budget report did not take into consideration the budget savings that would occur as branches were closed during renovation and assumed costs.
Mr. Peter Warfield expressed concern with investment of limited funds in technology, citing RFID in particular, and expressed puzzlement with what was meant by the proposed cut of reserved funding for it. Mr. Warfield wanted an explicit abandonment

of use of RFID, asked about the allocation of the $300,000 on reserve for RFID for youth jobs, and suggested that Library funds be spent on books and hours instead of staff salaries.

Commission discussion of the 2005-06 LIBRARY BUDGET WORKSHOP

President Higueras began the discussion by noting that given the fiscal realities everything had to be placed on the table for review. President Higueras noted that there would be a need to re-evaluate personnel expenditures with a view toward finding new ways to better deliver public services and that new technologies offered opportunities to maintain current services. The Commission President noted that the Commission and Library staff should seize this opportunity to make long-term plans anticipating new ways of doing business so that the Library could continue to serve the community despite future budget issues. President Higueras urged staff to take the next two months to carefully craft their plan. Commissioner Chin recommended that the Library consult experts and look to teen users to see where the future demands for services would be. Commissioner Chin recommended considering what other libraries are doing addressing what the future of our libraries might be like. Vice President Steiman observed that care must be exercised when cutting administration and back of house services because inevitably such reductions lead to reduced quality in front line public services. Vice President Steiman noted that our library had a larger proportion of higher classification librarian positions than most and that reconsideration and reallocation of these resources, intelligent use of automation, and careful cost/benefit review of proposed changes could maintain our quality services even in difficult budget times. Commissioner Bautista recommended vigilance against efforts to divert dedicated Library funds to other city purposes and inquired about escalations of employee healthcare costs. In response to the questions about the elimination of the $300, 000 on reserve for RFID, Mr. Nichols noted that cutting of these funds was not a policy decision but merely a response to the request for reductions by the Mayor's Budget Office. Acting City Librarian Paul Underwood noted that the Library remained committed to implementing RFID as had been previously discussed and suggested that funds for that purpose would be included in the proposed 2005-06 Budget. In response to the Commissioners' discussion, Acting City Librarian Paul Underwood and Mr. Nichols noted that staff were considering structural changes that would address many of the points raised including a process over time to convert some librarian positions to other uses. In response to a query by President Higueras, Mr. Nichols noted that the $300,000 in reserve funds would simply drop out of this year's budget and that Supervisor Daly had been informed of the Library's plan for reductions. President Higueras noted that the Library Commission remained committed to a process that would thoroughly consider RFID before going forward with implementation. In response to a question by Vice President Steiman, Mr. Nichols reported that no layoffs were envisioned in next year's budget. In response to a query by Commissioner Bautista, it was noted that landscaping work orders from the Recreation and Park Department could be given

greater scrutiny. Commissioner Bautista noted that it was important that POE (Post Occupancy Evaluation) Report related Main Library improvements be continued.

AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

Branch Library Improvement Program Manager Marilyn Thompson presented her regular three part report beginning by noting that there would be no informational presentation at this meeting. Ms. Thompson then presented her budget, schedule, active projects reports and a construction report, (copy attached). The BLIP Manager then reported on upcoming community and outreach meetings, the 6th Floor Main Library display, and the current issue of the Bond Program newsletter. Ms. Thompson concluded her report by presenting the staff response (copy attached) to the Peer Panel Review and recommendations for changes in the design for the renovation of the Western Addition Branch Library.

Vice President Steiman left the meeting at 5:34pm.

Due to an impending loss of the meetings' quorum President Higueras continued Public comment on and Commission discussion of AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT to the January 6, 2005 regular meeting of the Public Library Commission.

AGENDA ITEM #5 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Chin to adjourn the December 16, 2004 regular Public Library Commission meeting.

Public comment on AGENDA ITEM #9 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Higueras, Strobin)

The Commission meeting adjourned at 5:59pm.

Michael Housh, Commission Secretary 12/21/04

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS:

December 10th 2005-06 Library Budget Report
Current BLIP Summary Schedule, Budget, and Construction Reports

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

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Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
December 16, 2004

Public Comment

Approval of Minutes

2005-06 Library Budget Workshop

Bond Program Manager's Reports

Informational Presentations
Regular Reports
Special Reports

Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Construction Report
Community Outreach Update

Budget Report

10-10-01 Baseline Budget & Reserve established
11-15-01 Glen Park increased $88,000 for site acquisition
01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
06-20-02 Mission Bay increased $653,000 for site acquisition
12-20-02 Ingleside increased $455,000 for site acquisition
02-20-03 Friends & Foundation Budget for FF&E updated
04-17-03 VVA increased $716,000 for site acquisition
06-26-03 DRE increased $115,281
10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
02-19-04 Library Preservation Fund added
12-06-04 West Portal increased $650,000 for award of construction
TODAY no changes

Schedule Report

10-10-01 Baseline Schedule established
12-20-01 Revised Glen Park to match Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised to reflect Prop 14 strategy
Revised Mission Bay to match Developer's schedule
03-21-02 Issued detailed schedules for all Phases
04-18-02 Revised to reflect Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised to reflect revised Prop 14 strategy
Revised Mission Bay to match Developer's schedule
Revised Glen Park to match Developer's schedule
02/19/04 Various changes per memo dated 2/17/04
TODAY No changes

Active Projects Reports New Construction

- Glen Park
  - Construction start 9/1/04
  - Interior: Design Development Phase
- Mission Bay
  - Construction start 3/04

Active Projects Reports Renovations

- Excelsior
  - Construction start 3/04
- West Portal
  - Contract awarded
  - Closure & Interim Services
- Sunset
  - Construction Document Phase
  - Interim Services

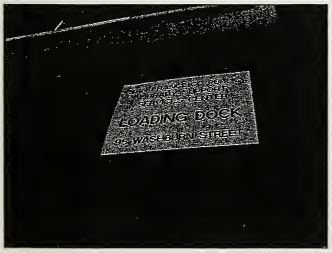
Active Projects Reports Renovations

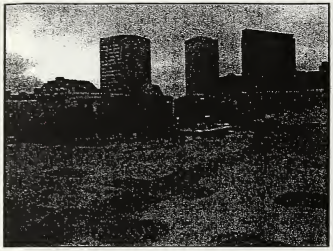
- Noe Valley
  - Construction Document Phase
  - Interim Services
- Western Addition
  - Schematic Design Phase
  - Interim Services

Active Projects Reports Renovations

- Marina
  - Design Development Phase
  - Interim Services
- Bernal Heights
  - Schematic Design Phase
- Potrero
  - Schematic Design Phase

Construction Reports





Community Outreach Update

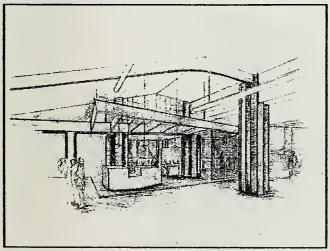
- Library meetings:
  12/11 Eureka Valley Community Meeting
  12/18 West Portal Closing Party
- Library presence:
  None
- Related Govt. Boards/Commissions:
  12/7 Board of Supervisors (Prop 14)

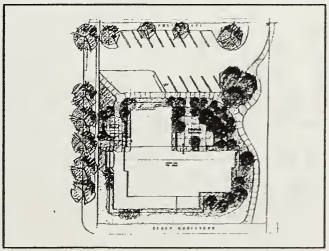
Community Outreach Update

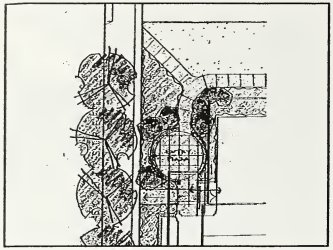
- Other Outreach:
  Website
  Newsletter
  Bulletin Board – Sixth Floor

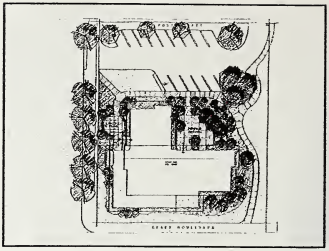
Special Reports

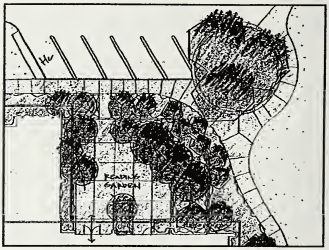
Design Review Response
Western Addition

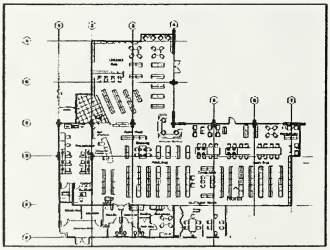


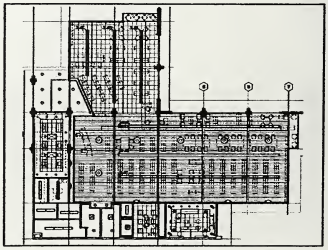


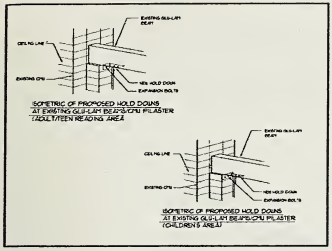












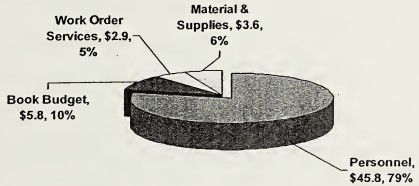
ISOMETRIC OF PROPOSED HOLD DOWNS AT EXISTING GLU-LAM BEAM/CMU PILASTER (ADULT/TEEN READING AREA

ISOMETRIC OF PROPOSED HOLD DOWNS AT EXISTING GLU-LAM BEAM/CMU PILASTER (CHILDREN'S AREA)

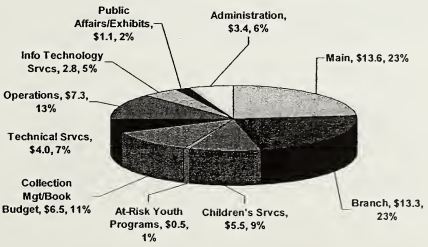
Bond Program Manager's Reports

Adjournment

Public Library
2005-06 Est. Operating Budget by Category
(millions)



Public Library
2005-06 Est. Operating Budget by Program
(millions)



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

December 10, 2004

TO: Library Commissioners
Paul Underwood, Acting City Librarian

FR: George Nichols, Finance Director (Retired)

RE: Informational Report: 2005-06 Budget and Revenue Projections

Attached is a summary of current revenue and cost estimates for the Library for the 2005-06 fiscal year. Revenue estimates were provided by the Mayor's Office. Cost projections were developed by Library staff based on collective bargaining agreements and information reported in the Joint Budget Report issued last May. Cost and revenue estimates may change once the Controller completes his analysis in January. This analysis, provided for planning purposes, will have to be updated as projections are updated.

Based on current estimates the Library will have an operating budget deficit of $2.340 million next fiscal year. The shortfall is attributable to rising baseline costs and lower than projected General Fund allocations received under Charter Section 16.109. The Library is required to submit a balanced budget to the Mayor and Controller by February 22, 2005.

Revenue

General Fund allocations will be lower than assumed in the current budget due to the defeat of Propositions J and K in November's election. Both the current year and out year budgets assumed passage of both revenue measures. General Fund allocations will be reduced by $530,000 in 2004-05; and an additional $990,000 in 2005-06 for a total reduction in 2005-06 of $1.520 million. Changes in revenue are measured against appropriations contained in the 2004-05 Annual Appropriation Ordinance (AAO). At this time we are not assuming a change in the property tax entitlements due the Library under Charter Section 16.109. Property tax allocations have increased steadily if not dramatically over the last few fiscal years and continued growth in property valuations and subsequently allocations could offset to some degree reductions in General Fund support. Revenue changes as they are currently known are summarized below:

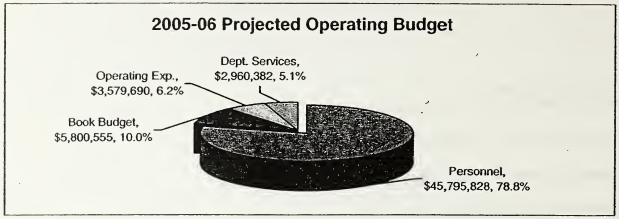
Library Preservation Fund (Charter Sec. 16.109 Allocations)

	2004-05 AAO	Mid-Year Change	2004-05 Revised	Full Year Change	2005-06 Estimated
General Fund	$33,199,205	-$530,000	$32,669,205	-$990,000	$31,679,205
Property Tax	$23,418,000	-	$23,418,000	-	$23,418,000
Total LPF	$56,617,205	-$530,000	$56,087205	$-990,000	$55,097,205

Baseline Growth

In 2005-06 baseline costs are expected to increase by $2.883 million due to wage increases and increases in employer-paid retirement contributions provided by labor agreements, growth in the retirement subsidy, and increases in the cost of health care. Cost estimates for these items are summarized on Attachment A, Page 2.

The increases are offset by $915,000 in one-time cost reductions for a net increase of $1.967 million. The Library's estimated baseline budget for 2005-06 is $58.150 million -- $1.967 million or 3.4% greater than the current year base. The baseline budget is a maintenance budget. It assumes no change in the level of service or programming currently provided. Increasing service levels beyond those currently provided will increase the budget deficit. The Library's projected 2005-06 baseline budget by category is displayed below.



Based on current projections, the Library must cut its budget to match revenue. As shown on Attachment A, projected revenue from all ongoing sources (including $55.097 million from the Library Preservation Fund) is estimated at $55.810 million. This is $2.340 million less than the projected baseline budget. Consequently, the Library must cut its budget by $2.340 million to balance spending with revenue. Balancing the budget without impacting service will be difficult and challenging. With 88.8% of all funds budgeted for staffing ($45.796 million or 78.8%) and books and materials ($5.801 million or 10%) finding the cuts necessary to balance the budget will be both difficult and controversial.

Reducing operating funds (i.e., funds budget for program and building materials and supplies, office supplies, equipment maintenance and professional services, etc.) from current budgeted levels presents major problems because (1) these funds which total $3.580 million are only 6.2% of the budget; and, (2) these budgets have been cut in prior years. The remainder of the Library's funds ($2.960 million) is budgeted for services provided by or through other City Departments (i.e., workers compensation, utilities, building maintenance and repair, telecommunications, grounds-keeping, and other central services). Most of these services are nondiscretionary making it very difficult to cut or reduce these budgets. If anything, the Library can expect the cost of these services to increase as well.

Planning Approach

Given the magnitude of the deficit and the structure of the Library's budget, it is clear that no part of the Library's budget can be immune from cuts. Consideration must be given to:

- Reductions in workforce, in operating budgets, work orders or services provided by other departments, and even the book budget must be considered. If positions are cut, reductions should be made in a way that minimizes layoffs.

- The Library's short-term strategy should include the use of Library Preservation Fund (LPF) reserves to backfill on a one-time basis, specific items cut from the 2005-06 budget. The LPF reserve currently has an available balance of $3.4 million. Using reserve funds in this way is a short-term measure to mitigate the impact of reductions that must be made. It must be noted however that mitigation is temporary because baseline costs driven primarily by the full-year impact of wage and benefit increases in 2005-06 will rise dramatically again in 2006-07.

- Reserve funds should be used to create efficiencies that lead to long-term savings. For example, an investment in technology that demonstrably reduces long-term costs would be an appropriate use of reserves.

- Reserve funds should also be used on a one-time basis to re-fund the Library's Building Maintenance Program which is funded on an annual basis; and to fund critical equipment purchases and capital improvements.

Next Steps

1. The Library's Management Team will prepare a set of budget recommendations for the Commission's consideration.

2. Present recommendations to the Commission for discussion and public comment during the Commission's second meeting in January.

3. Based on January discussion, bring back recommendations to the Commission for action during the Commission's first meeting in February.

4. Submit budget to the Mayor and Controller on February 22, 2005.

PUBLIC LIBRARY
2005-06 Budget and Revenue Projections (12/7/04)
Summary

	OPERATIONS		CAPITAL		TOTAL
2004-05 AAO	$ 56,183,367		$ 2,662,081		$ 58,845,448
Baseline Adjustments	$ 1,967,460		$ (2,662,081)		$ (694,621)
One-time Cost Reductions	$ (915,135)	b/	$ (2,662,081)	c/	$ (3,577,216)
Baseline Increases	$ 2,882,595		$ -	d/	$ 2,882,595
2005-06 Revised Baseline	$ 58,150,827		$ -		$ 58,150,827
Projected Revenue	$ 55,810,401		$ -		$ 55,810,401
LPF (Prop E)	$ 55,097,205	e/	$ -		$ 55,097,205
LPF Reserve	$ -	f/	$ -		$ -
Other Sources	$ 713,196	g/	$ -		$ 713,196
2005-06 Projected Deficit	$ (2,340,426)		$ -		$ (2,340,426) a/

FOOTNOTES

a/ Projected deficit in 2005-06 (" Projected Revenue" less "Revised Baseline").

b/ Includes $545,135 final payment of Millennium ILS; $300,000 RFID; $70,000 grant Tool Lending Center.

c/ Includes $2.352 million for Main POE 1st Floor Project; $200,000 Deferred Maintenance; $110,000 for Main Library Window Washing Project.

d/ Funds for Deferred Maintenance Program are annually appropriated. Fund from LPF Reserve.

e/ Reflects $1.52 million GF reduction - from $56.617 million to $55.097 million. Estimate provided by Mayor's Budget Office. Does not currently assume an increase in property tax allocations made under Prop E. Increase could mitigate a portion of the GF cut. Prop E projection as follows:

	2004-05 Budget	Adjustment	2005-06 Est.
General Fund	$ 33,199,205	$ (1,520,000)	$ 31,679,205
Property Tax	$ 23,418,000	$ -	$ 23,418,000
Total	$ 56,617,205	$ (1,520,000)	$ 55,097,205

f/ Reserve balance as of 12/07/04 is $3.404 million. Analysis does not assume appropriation from reserve to support the baseline budget.

g/ Includes Fuhrman Trust, State Literacy Grant, GLBT Friends Gift, & other ongoing revenue.

PUBLIC LIBRARY

2005-06 Budget and Revenue Projections (12/7/04)

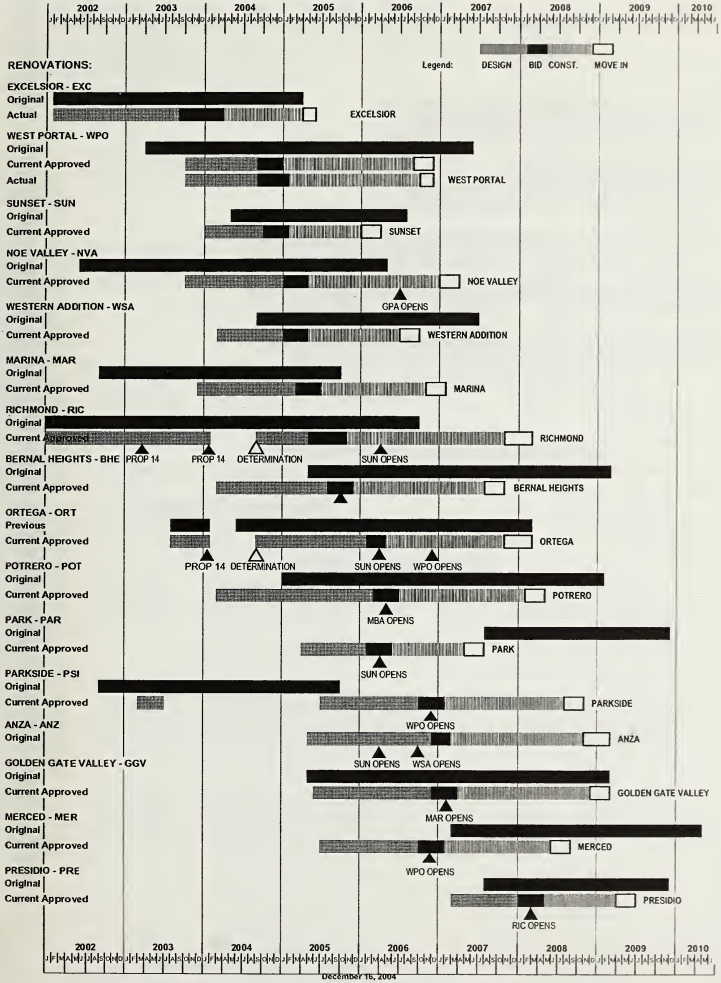
Detail

	Operating			Capital	Total
	Permanent	One-time	Total	One-time	
2004-05 AAO	**$ 55,268,232**	**$ 915,135**	**$ 56,183,367**	**$ 2,662,081**	**$ 58,845,448**
Less One-time Costs	$ -	$ (915,135)	$ (915,135)	$ (2,662,081)	**$ (3,577,216)**
MOU (Salaries)	$ 604,411	$ -	$ 604,411		**$ 604,411**
MOU (Retirement)	$ 849,223	$ -	$ 849,223		**$ 849,223**
Retirement Subsidy	$ 679,378	$ -	$ 679,378		**$ 679,378**
Health/Dental	$ 729,526	$ -	$ 729,526		**$ 729,526**
Annualized Costs	$ 20,057	$ -	$ 20,057	$ -	**$ 20,057**
2005-06 Est. Baseline	**$ 58,150,827**	**$ -**	**$ 58,150,827**	**$ -**	**$ 58,150,827**
2004-05 AAO	**$ 55,268,232**	**$ 915,135**	**$ 56,183,367**	**$ 2,662,081**	**$ 58,845,448**
LPF (Prop E)	$ 54,555,036	$ 915,135	$ 55,470,171	$ 1,147,034	**$ 56,617,205**
LPF Reserves	$ -	$ -	$ -	$ 64,392	**$ 64,392**
Fuhrman Trust	$ 330,000		$ 330,000		**$ 330,000**
Grants	$ 64,359		$ 64,359		**$ 64,359**
Gifts	$ 40,837		$ 40,837		**$ 40,837**
Misc.	$ 278,000		$ 278,000	$ 1,450,655	**$ 1,728,655**
Revenue Adjustments	**$ (1,520,000)**	**$ -**	**$ (1,520,000)**	**$ (64,392)**	**$ (1,584,392)**
LPF	$ (1,520,000)	$ -	$ (1,520,000)	$ -	**$ (1,520,000)**
LPF Reserves	$ -	$ -	$ -	$ (64,392)	**$ (64,392)**
Fuhrman Trust	$ -		$ -		**$ -**
Grants	$ -		$ -		**$ -**
Gifts	$ -		$ -		**$ -**
Misc.	$ -		$ -		**$ -**
2005-06 Revenue Estimate	**$ 55,810,401**	**$ -**	**$ 55,810,401**	**$ -**	**$ 55,810,401**
LPF	**$ 55,097,205**	**$ -**	$ 55,097,205	**$ -**	**$ 55,097,205**
LPF Reserves	$ -	$ -	$ -	$ -	**$ -**
Fuhrman Trust	$ 330,000	$ -	$ 330,000	$ -	**$ 330,000**
Grants	$ 64,359	$ -	$ 64,359	$ -	**$ 64,359**
Gifts	$ 40,837	$ -	$ 40,837	$ -	**$ 40,837**
Misc.	$ 278,000	$ -	$ 278,000	$ -	**$ 278,000**
:it	**$ (2,340,426)**	**$ -**	**$ (2,340,426)**	**$ -**	**$ (2,340,426)**

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004

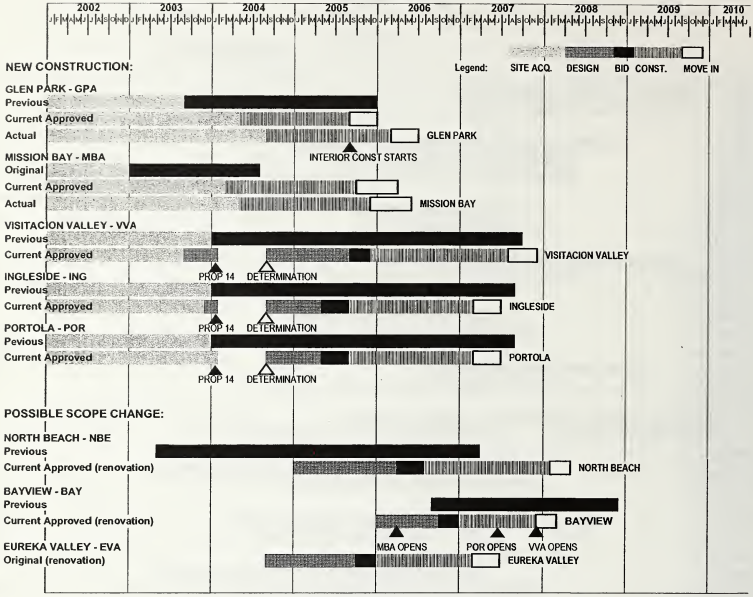


December 15, 2004

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004



CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
December 16, 2004

Branch	BUDGET		REVENUE			FUND STATUS		EXPENDITURES/ENCUMBRANCES	
			FUND STRATEGY						
	Baseline Budget (10/01)	Approved Budget (12/04)	City Prop. A Bonds	Other Funds	Total All Sources	Appropriated	Total Available	Actual 30-Nov-04 B	New This Month
Site Acquisitions & New Construction									
Glen Park	4,570,000	4,681,000	4,681,000		4,681,000	4,728,250	4,728,250	212,011	2,379
Ingleside	4,570,000	4,843,000	1,943,000	2,900,000 (1)	4,843,000	2,890,000	2,890,000	2,535,242	-
Mission Bay	3,350,000	3,957,000	3,957,000		3,957,000	3,957,000	3,957,000	3,571,583	12,413
Portola	4,570,000	4,388,000	1,988,000	2,400,000 (1)	4,388,000	2,435,000	2,435,000	1,876,730	-
Visitacion Valley	5,320,000	5,826,500	5,826,500		5,826,500	2,870,000	2,870,000	2,232,272	-
Support Services	9,080,000	8,876,000	8,876,000		8,876,000	8,626,000	8,626,000	8,827,249	1,475
SUBTOTAL	*31,460,000*	*32,571,500*	*27,271,500*	*5,300,000*	*32,571,500*	*25,506,250*	*25,506,250*	*19,255,087*	*16,267*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		4,503,000				-
Bayview	3,820,000	3,629,000	3,629,000		3,629,000			18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		5,082,500			108,712	4,442
Eureka Valley	4,580,000	4,351,000	4,351,000		4,351,000			18,202	
Excelsior	3,820,000	3,649,000	3,649,000		3,649,000	3,629,000	3,629,000	2,999,197	18,071
Golden Gate Valley	5,340,000	5,073,000	5,073,000		5,073,000	50,000	50,000		
Marina	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	549,867	375
Merced	4,200,000	3,990,000	3,990,000		3,990,000	-	-		
Noe Valley	4,410,000	4,189,500	4,189,500		4,189,500	1,047,125	1,047,125	751,914	12,783
North Beach	3,460,000	3,287,000	3,287,000		3,287,000	821,750	821,750	118	
Ortega	3,560,000	3,382,000	3,382,000		3,382,000	350,000	350,000	140,760	-
Park	1,310,000	1,244,500	1,244,500		1,244,500	-	-		
Parkside	2,880,000	3,236,000	3,236,000		3,236,000	2,736,000	2,736,000	89,595	
Potrero	4,230,000	4,018,500	4,018,500		4,018,500	-	-	47,162	4,618
Presidio	1,530,000	1,453,500	1,453,500		1,453,500	353,400	353,400	136,039	-
Richmond	7,630,000	7,141,500	41,500	7,100,000 (1) (2)	7,141,500	2,441,500	2,441,500	1,014,732	-
Sunset	1,490,000	1,415,500	1,415,500		1,415,500	1,415,500	1,415,500	250,471	-
West Portal	4,110,000	4,554,500	4,554,500		4,554,500	976,125	976,125	739,405	42,842
Western Addition	3,430,000	3,258,500	3,258,500		3,258,500	-	-	196,018	41,537
SUBTOTAL	*74,000,000*	*71,363,000*	*64,263,000*	*7,100,000*	*71,363,000*	*14,796,525*	*14,796,525*	*7,060,882*	*124,668*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000		800,000	600,000	600,000	590,383	75
Program Consultants	750,000	750,000	750,000		750,000	562,500	562,500	169,664	4,252
City Program Management	3,600,000	3,600,000	3,600,000		3,600,000	1,013,822	1,013,822	1,310,553	35,005
Real Estate Dept	120,000	235,281	235,281		235,281	235,281	235,281	235,281	
Art Enrichment Program		302,000	302,000		302,000	302,000	302,000	122,951	1,006
Program Interim Services		438,400	253,542	184,858 (4)	438,400	300,000	300,000	259,175	
Relocation & Moving Reserve	4,360,000	410,000	94,858	315,142 (4)	410,000				
Furniture & Equipment Reserv	15,000,000	16,000,000		16,000,000 (3)	16,000,000				
Bond Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000	338,622	338,622	290,051	
Program Reserve	1,675,000	6,794,819	6,794,819		6,794,819				
SUBTOTAL	*27,805,000*	*30,830,500*	*14,330,500*	*16,500,000*	*30,830,500*	*3,352,225*	*3,352,225*	*2,978,058*	*40,338*
TOTAL	133,265,000	134,765,000	105,865,000	28,900,000	134,765,000	43,655,000	43,655,000	29,294,027	181,273

(1) Prop. 14 State Grants
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000)
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Library Preservation Fund approved by Library Commission ($500,000) 1/04

Branch	Contacts	Statistics	Activities	Schedule

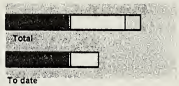
Mission Bay Branch

4th and Berry Streets

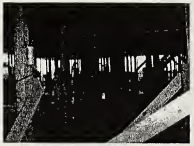
District/Supervisor:
6 / Daly
Architect:
Santos Prescott
Hardison Komatsu Ivelich & Tucker
Contractor:
Cahill Construction
Developer:
Mercy Housing
SF Redevelopment Agency

Bid:	**$2,433,635**
Change Orders:	**$17,791**
Total Contract:	**$2,451,427**
Payments:	**$379,759**
Duration:	**638 days**
Extensions:	**0 days**
Total Duration:	**638 days**
End Date:	**12/06/05**

Concrete placement for second floor columns & walls
Formwork for second floor slab
No change orders this month



■ Design □ Const □ Move in



Glen Park Branch

2815 Diamond Street

District/Supervisor:
8 / Dufty
Architect:
Sternberg Benjamin (shell)
Tom Eliot Fisch (interior)
Bureau of Architecture (interior)
Contractor/Developer (shell):
Diamond LLC
Contractor (interior):
TBD

Purchase Price:	**$3,361,000**
Est'd Completion:	**9/1/05***

*** Interior construction begins**

Ground floor slab done
First floor slab residential done
Library concrete lobby walls placed
No payments made till finished
Design of interior construction proceeding. Bid spring/summer 2005.

■ Design
□ Const
■ Interior Const
□ Move In

Branch	Contacts	Statistics	Activities	Schedule

Excelsior Branch

4400 Mission Street

District/Supervisor:
11 / Sandoval
Architect:
DPW Bureau of Architecture
Contractor:
CDX Builders

Bid:	**$1,793,800**
Change Orders:	**$126,689**
Total Contract:	**$1,920,489**
Payments:	**$808,292**
Duration:	**460 days**
Extensions:	**-90 days**
Total Duration:	**370 days**
End date:	**03/27/05**

Access floor installation done
Drywall & taping
Solar equipment inside
One change order this month for miscellaneous hidden conditions

Support Services Center

190 9th Street

District/Supervisor:
6 / Daly
Architect:
DPW Bureau of Architecture
Tom Eliot Fisch
Contractor:
Kin Wo

Bid:	**$493,000***
Change Orders:	**$171,454**
Total Contract:	**$664,454**
Payments:	**$472,385**
Duration:	**120 days**
Extensions:	**89 days**
Total Duration:	**209 days**
Substantial Completion:	**11/20/04**
Final Completion:	**12/20/04**

Kin Wo: Rough opening for elevator door done
Sidewalk replacement 95%
City: Installing fiber, teldata, security systems
Library: elevator door by Library vendor
HVAC controls by Library vendor
No change orders this month
* $181,027 Bond funds

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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rles A. Higueras, A.I.A.
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, December 16, 2004.
(As approved February 3, 2005)
The San Francisco Public Library Commission held a regular meeting on Thursday, December 16, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:11pm.

The following members were present: Bautista, Chin, Higueras, Steiman, and Strobin. Commissioner Coulter was reported excused attendance.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public commented on aspects of the closed session meeting held on December 6th that this individual found questionable.
Ms. Rosemary Wren requested that the Library have a holiday tree and recounted her efforts to persuade library staff to put up a holiday tree. Additionally Ms. Wren offered to facilitate donation of a tree and expressed concern with staff's negative response to her request in 2003.
Mr. Peter Warfield thanked the Commissioners for not reducing hours but expressed disappointment that the growth in the Library's budget made possible by Prop. E (Library Preservation Fund 1994) did not in his view result in commensurate increases in books and hours. Mr. Warfield also requested clarification of the status of RFID at the Library, recommending that references to it be eliminated from the Strategic Plan.

In response to Ms. Wren's comments and President Higueras' request, Acting Deputy City Librarian Marcia Schneider noted that while the Library had holiday trees in the past, changes in City policies and previous expressions of concern at their appropriateness had resulted in not having such trees in recent years. Ms. Schneider noted that perhaps after clarification of City policies, a holiday tree might be possible next year.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE NOVEMBER 18TH MEETING

Public comment on AGENDA ITEM #2 APPROVAL OF MINUTES OF THE NOVEMBER 18TH MEETING

An anonymous member of the public commented on omissions and inaccuracies in the Minutes citing: report Vice President Steiman's announcement that the quorum would be lost at 5pm and that public comment would be therefore limited; and Commissioner Coulter's six points concerning the City Librarian Search process that were not specifically detailed in these minutes.

Mr. Peter Warfield found several inaccuracies and omissions in these minutes report of discussions, citing: a comment by Supervisor-Elect Mirkirimi; omission of a request to speak by representatives of the Bernal Height preschool program; and about Vice President Steiman's announcement of when the meeting's quorum would be lost.

Commission discussion of AGENDA ITEM #2 APPROVAL OF MINUTES OF THE NOVEMBER 18TH MEETING

MOTION: by Commissioner Bautista, 2nd Commissioner Chin for approval of the November 18, 2004 regular meeting minutes.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 2005-06 LIBRARY BUDGET WORKSHOP

Former Library Chief Financial Officer George Nichols presented a detailed overview of the City and the Library's budget outlook for 2005-06 calling attention to the impact of the loss of two proposed revenue measures in November and a continuing decline in general Fund tax revenues accruing to the Library. Mr. Nichols highlighted how the Library staff had responded to the Mayor's Budget Office's request for reductions in this year's budget and discussed the continuing impact of loss of General Fund revenues in the next year. Mr. Nichols additionally noted that the revenue loses were only one half of the problem and that continuing escalation in mandated personnel and work order costs beyond the Library's control would have significant cost increase impact in upcoming budget cycles. Mr. Nichols then outlined this year's budget schedule noting that an approved 2005-06 Budget had to be submitted to the Mayor's Budget office by February 22nd. Mr. Nichols noted that detailed proposals would be brought to the Commissioners for their consideration and review at their January 20th and February meetings. The former Chief Financial Officer reported that the Library's Finance Office staff were considering both short-term steps and long-term planning necessary to address the likely budget challenges. Mr. Nichols noted that there were sufficient funds available to maintain current levels of services but that this would become increasingly difficult as increases in baseline costs beyond the Library's control continued to occur. Mr. Nichols suggested that in the future, no part of the budget could be considered immune from review and that the Library would have to carefully manage and strategically expend its reserve funds during the next three difficult budget cycles.

Public comment AGENDA ITEM #3 2005-06 LIBRARY BUDGET WORKSHOP

An anonymous member of the public questioned the creditability of Mr. Nichols' report, suggesting that $300,000 on reserve for RFID proposed to be cut from this years' budget was additionally programmed to be spent on youth employment. This person also suggested that the budget report did not take into consideration the budget savings that would occur as branches were closed during renovation and assumed costs.
Mr. Peter Warfield expressed concern with investment of limited funds in technology, citing RFID in particular, and expressed puzzlement with what was meant by the proposed cut of reserved funding for it. Mr. Warfield wanted an explicit abandonment

of use of RFID, asked about the allocation of the $300,000 on reserve for RFID for youth jobs, and suggested that Library funds be spent on books and hours instead of staff salaries.

Commission discussion of the 2005-06 LIBRARY BUDGET WORKSHOP

President Higueras began the discussion by noting that given the fiscal realities everything had to be placed on the table for review. President Higueras noted that there would be a need to re-evaluate personnel expenditures with a view toward finding new ways to better deliver public services and that new technologies offered opportunities to maintain current services. The Commission President noted that the Commission and Library staff should seize this opportunity to make long-term plans anticipating new ways of doing business so that the Library could continue to serve the community despite future budget issues. President Higueras urged staff to take the next two months to carefully craft their plan. Commissioner Chin recommended that the Library consult experts and look to teen users to see where the future demands for services would be. Commissioner Chin recommended considering what other libraries are doing addressing what the future of our libraries might be like. Vice President Steiman observed that care must be exercised when cutting administration and back of house services because inevitably such reductions lead to reduced quality in front line public services. Vice President Steiman noted that our library had a larger proportion of higher classification librarian positions than most and that reconsideration and reallocation of these resources, intelligent use of automation, and careful cost/benefit review of proposed changes could maintain our quality services even in difficult budget times. Commissioner Bautista recommended vigilance against efforts to divert dedicated Library funds to other city purposes and inquired about escalations of employee healthcare costs. In response to the questions about the elimination of the $300, 000 on reserve for RFID, Mr. Nichols noted that cutting of these funds was not a policy decision but merely a response to the request for reductions by the Mayor's Budget Office. Acting City Librarian Paul Underwood noted that the Library remained committed to implementing RFID as had been previously discussed and suggested that funds for that purpose would be included in the proposed 2005-06 Budget. In response to the Commissioners' discussion, Acting City Librarian Paul Underwood and Mr. Nichols noted that staff were considering structural changes that would address many of the points raised including a process over time to convert some librarian positions to other uses. In response to a query by President Higueras, Mr. Nichols noted that the $300,000 in reserve funds would simply drop out of this year's budget and that Supervisor Daly had been informed of the Library's plan for reductions. President Higueras noted that the Library Commission remained committed to a process that would thoroughly consider RFID before going forward with implementation. In response to a question by Vice President Steiman, Mr. Nichols reported that no layoffs were envisioned in next year's budget. In response to a query by Commissioner Bautista, it was noted that landscaping work orders from the Recreation and Park Department could be given

greater scrutiny. Commissioner Bautista noted that it was important that POE (Post Occupancy Evaluation) Report related Main Library improvements be continued.

AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

Branch Library Improvement Program Manager Marilyn Thompson presented her regular three part report beginning by noting that there would be no informational presentation at this meeting. Ms. Thompson then presented her budget, schedule, active projects reports and a construction report, (copy attached). The BLIP Manager then reported on upcoming community and outreach meetings, the 6th Floor Main Library display, and the current issue of the Bond Program newsletter. Ms. Thompson concluded her report by presenting the staff response (copy attached) to the Peer Panel Review and recommendations for changes in the design for the renovation of the Western Addition Branch Library.

Vice President Steiman left the meeting at 5:34pm.

Due to an impending loss of the meetings' quorum President Higueras continued Public comment on and Commission discussion of AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT to the January 6, 2005 regular meeting of the Public Library Commission.

AGENDA ITEM #5 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Chin to adjourn the December 16, 2004 regular Public Library Commission meeting.

Public comment on AGENDA ITEM #9 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Higueras, Strobin)

The Commission meeting adjourned at 5:59pm.

Michael Housh, Commission Secretary 12/21/04

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS:
December 10th 2005-06 Library Budget Report
Current BLIP Summary Schedule, Budget, and Construction Reports

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting December 16, 2004
Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
December 16, 2004

Public Comment

Approval of Minutes

2005-06 Library Budget Workshop

Bond Program Manager's Reports

- Informational Presentations
- Regular Reports
- Special Reports

Regular Reports

- Budget Report
- Schedule Report
- Active Projects Reports
- Construction Report
- Community Outreach Update

Budget Report

10-10-01 Baseline Budget & Reserve established
11-15-01 Glen Park increased $88,000 for site acquisition
01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
06-20-02 Mission Bay increased $653,000 for site acquisition
12-20-02 Ingleside increased $455,000 for site acquisition
02-20-03 Friends & Foundation Budget for FF&E updated
04-17-03 VVA increased $716,000 for site acquisition
06-26-03 DRE increased $115,281
10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
02-19-04 Library Preservation Fund added
12-06-04 West Portal increased $650,000 for award of construction
TODAY no changes

Schedule Report

10-10-01 Baseline Schedule established
12-20-01 Revised Glen Park to match Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised to reflect Prop 14 strategy
Revised Mission Bay to match Developer's schedule
03-21-02 Issued detailed schedules for all Phases
04-18-02 Revised to reflect Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised to reflect revised Prop 14 strategy
Revised Mission Bay to match Developer's schedule
Revised Glen Park to match Developer's schedule
02/19/04 Various changes per memo dated 2/17/04
TODAY No changes

Active Projects Reports New Construction

- Glen Park
  - Construction start 9/1/04
  - Interior: Design Development Phase
- Mission Bay
  - Construction start 3/04

Active Projects Reports Renovations

- Excelsior
  - Construction start 3/04
- West Portal
  - Contract awarded
  - Closure & Interim Services
- Sunset
  - Construction Document Phase
  - Interim Services

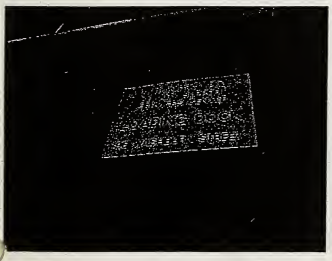
Active Projects Reports Renovations

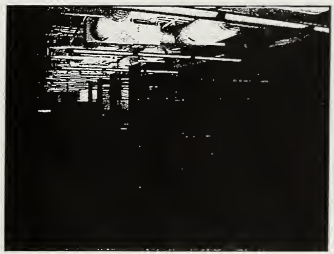
- Noe Valley
  - Construction Document Phase
  - Interim Services
- Western Addition
  - Schematic Design Phase
  - Interim Services

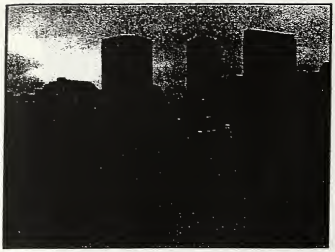
Active Projects Reports Renovations

- Marina
  - Design Development Phase
  - Interim Services
- Bernal Heights
  - Schematic Design Phase
- Potrero
  - Schematic Design Phase

Construction Reports







Community Outreach Update

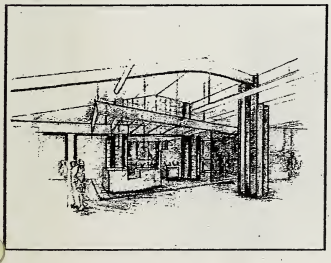
- Library meetings:
  - 12/11 Eureka Valley Community Meeting
  - 12/18 West Portal Closing Party
- Library presence:
  - None
- Related Govt. Boards/Commissions:
  - 12/7 Board of Supervisors (Prop 14)

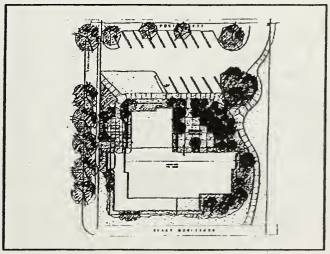
Community Outreach Update

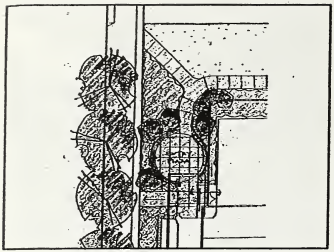
- Other Outreach:
  - Website
  - Newsletter
  - Bulletin Board – Sixth Floor

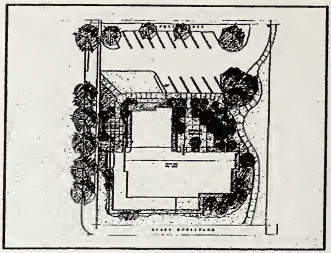
Special Reports

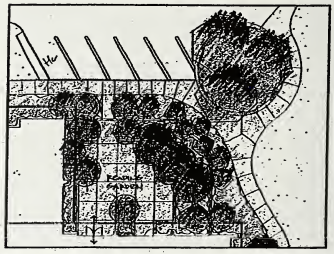
Design Review Response
Western Addition

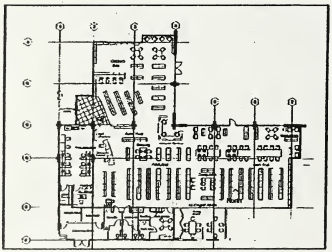


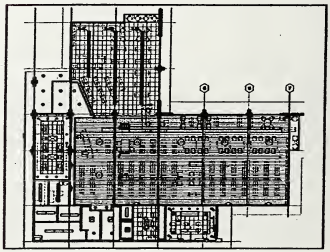


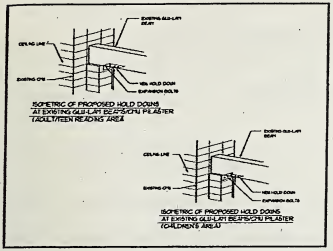








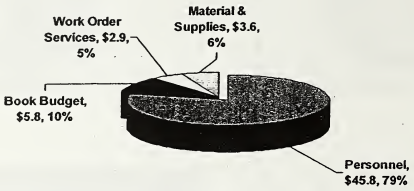



EXISTING GLU-LAM BEAM
CEILING LINE
EXISTING CMU
NEW HOLD DOWN
EXPANSION BOLTS
ISOMETRIC OF PROPOSED HOLD DOWNS AT EXISTING GLU-LAM BEAM/CMU PILASTER TOILET/MEN READING AREA
EXISTING GLU-LAM BEAM
CEILING LINE
EXISTING CMU
NEW HOLD DOWN
EXPANSION BOLTS
ISOMETRIC OF PROPOSED HOLD DOWNS AT EXISTING GLU-LAM BEAM/CMU PILASTER TOILET/MEN'S AREA

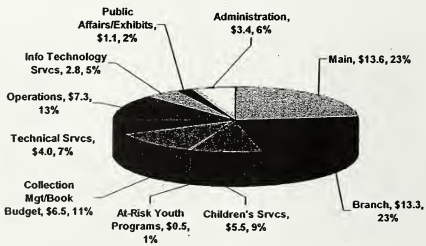
Bond Program Manager's Reports

Adjournment

Public Library
2005-06 Est. Operating Budget by Category
(millions)



Public Library
2005-06 Est. Operating Budget by Program
(millions)



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

December 10, 2004

TO: Library Commissioners
Paul Underwood, Acting City Librarian

FR: George Nichols, Finance Director (Retired)

RE: Informational Report: 2005-06 Budget and Revenue Projections

Attached is a summary of current revenue and cost estimates for the Library for the 2005-06 fiscal year. Revenue estimates were provided by the Mayor's Office. Cost projections were developed by Library staff based on collective bargaining agreements and information reported in the Joint Budget Report issued last May. Cost and revenue estimates may change once the Controller completes his analysis in January. This analysis, provided for planning purposes, will have to be updated as projections are updated.

Based on current estimates the Library will have an operating budget deficit of $2.340 million next fiscal year. The shortfall is attributable to rising baseline costs and lower than projected General Fund allocations received under Charter Section 16.109. The Library is required to submit a balanced budget to the Mayor and Controller by February 22, 2005.

Revenue

General Fund allocations will be lower than assumed in the current budget due to the defeat of Propositions J and K in November's election. Both the current year and out year budgets assumed passage of both revenue measures. General Fund allocations will be reduced by $530,000 in 2004-05; and an additional $990,000 in 2005-06 for a total reduction in 2005-06 of $1.520 million. Changes in revenue are measured against appropriations contained in the 2004-05 Annual Appropriation Ordinance (AAO). At this time we are not assuming a change in the property tax entitlements due the Library under Charter Section 16.109. Property tax allocations have increased steadily if not dramatically over the last few fiscal years and continued growth in property valuations and subsequently allocations could offset to some degree reductions in General Fund support. Revenue changes as they are currently known are summarized below:

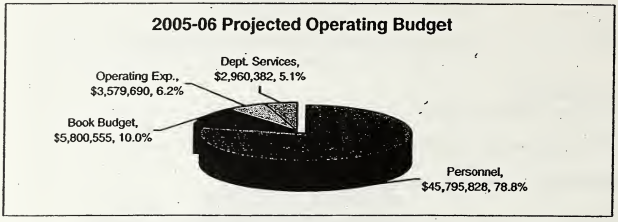
Library Preservation Fund (Charter Sec. 16.109 Allocations)

	2004-05 AAO	Mid-Year Change	2004-05 Revised	Full Year Change	2005-06 Estimated
General Fund	$33,199,205	-$530,000	$32,669,205	-$990,000	$31,679,205
Property Tax	$23,418,000	-	$23,418,000	-	$23,418,000
Total LPF	$56,617,205	-$530,000	$56,087205	$-990,000	$55,097,205

Baseline Growth

In 2005-06 baseline costs are expected to increase by $2.883 million due to wage increases and increases in employer-paid retirement contributions provided by labor agreements, growth in the retirement subsidy, and increases in the cost of health care. Cost estimates for these items are summarized on Attachment A, Page 2.

The increases are offset by $915,000 in one-time cost reductions for a net increase of $1.967 million. The Library's estimated baseline budget for 2005-06 is $58.150 million – $1.967 million or 3.4% greater than the current year base. The baseline budget is a maintenance budget. It assumes no change in the level of service or programming currently provided. Increasing service levels beyond those currently provided will increase the budget deficit. The Library's projected 2005-06 baseline budget by category is displayed below.



Based on current projections, the Library must cut its budget to match revenue. As shown on Attachment A, projected revenue from all ongoing sources (including $55.097 million from the Library Preservation Fund) is estimated at $55.810 million. This is $2.340 million less than the projected baseline budget. Consequently, the Library must cut its budget by $2.340 million to balance spending with revenue. Balancing the budget without impacting service will be difficult and challenging. With 88.8% of all funds budgeted for staffing ($45.796 million or 78.8%) and books and materials ($5.801 million or 10%) finding the cuts necessary to balance the budget will be both difficult and controversial.

Reducing operating funds (i.e., funds budget for program and building materials and supplies, office supplies, equipment maintenance and professional services, etc.) from current budgeted levels presents major problems because (1) these funds which total $3.580 million are only 6.2% of the budget; and, (2) these budgets have been cut in prior years. The remainder of the Library's funds ($2.960 million) is budgeted for services provided by or through other City Departments (i.e., workers compensation, utilities, building maintenance and repair, telecommunications, grounds-keeping, and other central services). Most of these services are nondiscretionary making it very difficult to cut or reduce these budgets. If anything, the Library can expect the cost of these services to increase as well.

Planning Approach

Given the magnitude of the deficit and the structure of the Library's budget, it is clear that no part of the Library's budget can be immune from cuts. Consideration must be given to:

- Reductions in workforce, in operating budgets, work orders or services provided by other departments, and even the book budget must be considered. If positions are cut, reductions should be made in a way that minimizes layoffs.

- The Library's short-term strategy should include the use of Library Preservation Fund (LPF) reserves to backfill on a one-time basis, specific items cut from the 2005-06 budget. The LPF reserve currently has an available balance of $3.4 million. Using reserve funds in this way is a short-term measure to mitigate the impact of reductions that must be made. It must be noted however that mitigation is temporary because baseline costs driven primarily by the full-year impact of wage and benefit increases in 2005-06 will rise dramatically again in 2006-07.

- Reserve funds should be used to create efficiencies that lead to long-term savings. For example, an investment in technology that demonstrably reduces long-term costs would be an appropriate use of reserves.

- Reserve funds should also be used on a one-time basis to re-fund the Library's Building Maintenance Program which is funded on an annual basis; and to fund critical equipment purchases and capital improvements.

Next Steps

1. The Library's Management Team will prepare a set of budget recommendations for the Commission's consideration.

2. Present recommendations to the Commission for discussion and public comment during the Commission's second meeting in January.

3. Based on January discussion, bring back recommendations to the Commission for action during the Commission's first meeting in February.

4. Submit budget to the Mayor and Controller on February 22, 2005.

PUBLIC LIBRARY
2005-06 Budget and Revenue Projections (12/7/04)
Summary

	OPERATIONS		CAPITAL		TOTAL
2004-05 AAO	$ 56,183,367		$ 2,662,081		$ 58,845,448
Baseline Adjustments	**$ 1,967,460**		**$ (2,662,081)**		**$ (694,621)**
One-time Cost Reductions	$ (915,135)	b/	$ (2,662,081)	c/	$ (3,577,216)
Baseline Increases	$ 2,882,595		$ -	d/	$ 2,882,595
2005-06 Revised Baseline	**$ 58,150,827**		**$ -**		**$ 58,150,827**
Projected Revenue	**$ 55,810,401**		**$ -**		**$ 55,810,401**
LPF (Prop E)	$ 55,097,205	e/	$ -		$ 55,097,205
LPF Reserve	$ -	f/	$ -		$ -
Other Sources	$ 713,196	g/	$ -		$ 713,196
2005-06 Projected Deficit	$ (2,340,426)		$ -		$ (2,340,426) a/

FOOTNOTES

a/ Projected deficit in 2005-06 (" Projected Revenue" less "Revised Baseline").

b/ Includes $545,135 final payment of Millennium ILS; $300,000 RFID; $70,000 grant Tool Lending Center.

c/ Includes $2.352 million for Main POE 1st Floor Project; $200,000 Deferred Maintenance; $110,000 for Main Library Window Washing Project.

d/ Funds for Deferred Maintenance Program are annually appropriated. Fund from LPF Reserve.

e/ Reflects $1.52 million GF reduction - from $56.617 million to $55.097 million. Estimate provided by Mayor's Budget Office. Does not currently assume an increase in property tax allocations made under Prop E. Increase could mitigate a portion of the GF cut. Prop E projection as follows:

	2004-05 Budget	Adjustment	2005-06 Est.
General Fund	$ 33,199,205	$ (1,520,000)	$ 31,679,205
Property Tax	$ 23,418,000	$ -	$ 23,418,000
Total	$ 56,617,205	$ (1,520,000)	$ 55,097,205

Reserve balance as of 12/07/04 is $3.404 million. Analysis does not assume appropriation from reserve to support the baseline budget.

Includes Fuhrman Trust, State Literacy Grant, GLBT Friends Gift, & other ongoing revenue.

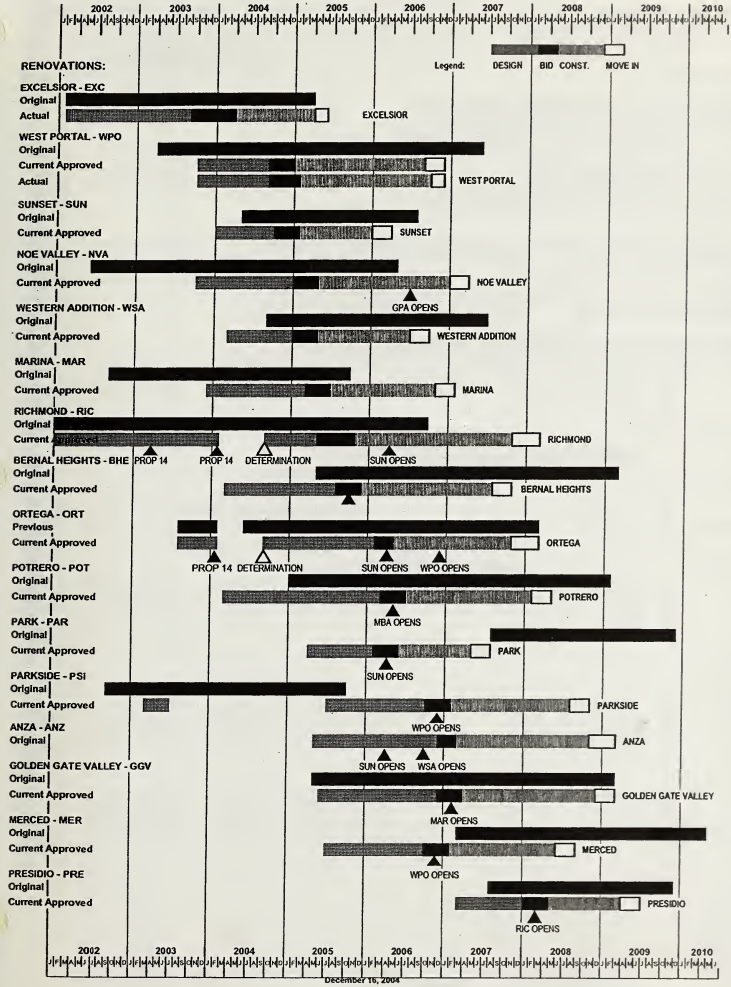
PUBLIC LIBRARY
2005-06 Budget and Revenue Projections (12/7/04)
Detail

	Operating			Capital	Total
	Permanent	One-time	Total	One-time	
2004-05 AAO	**$ 55,268,232**	**$ 915,135**	**$ 56,183,367**	**$ 2,662,081**	**$ 58,845,448**
Less One-time Costs	$ -	$ (915,135)	$ (915,135)	$ (2,662,081)	**$ (3,577,216)**
MOU (Salaries)	$ 604,411	$ -	$ 604,411		**$ 604,411**
MOU (Retirement)	$ 849,223	$ -	$ 849,223		**$ 849,223**
Retirement Subsidy	$ 679,378	$ -	$ 679,378		**$ 679,378**
Health/Dental	$ 729,526	$ -	$ 729,526		**$ 729,526**
Annualized Costs	$ 20,057	$ -	$ 20,057	$ -	**$ 20,057**
2005-06 Est. Baseline	**$ 58,150,827**	**$ -**	**$ 58,150,827**	**$ -**	**$ 58,150,827**
2004-05 AAO	**$ 55,268,232**	**$ 915,135**	**$ 56,183,367**	**$ 2,662,081**	**$ 58,845,448**
LPF (Prop E)	$ 54,555,036	$ 915,135	$ 55,470,171	$ 1,147,034	**$ 56,617,205**
LPF Reserves	$ -	$ -	$ -	$ 64,392	**$ 64,392**
Fuhrman Trust	$ 330,000		$ 330,000		**$ 330,000**
Grants	$ 64,359		$ 64,359		**$ 64,359**
Gifts	$ 40,837		$ 40,837		**$ 40,837**
Misc.	$ 278,000		$ 278,000	$ 1,450,655	**$ 1,728,655**
Revenue Adjustments	**$ (1,520,000)**	**$ -**	**$ (1,520,000)**	**$ (64,392)**	**$ (1,584,392)**
LPF	$ (1,520,000)	$ -	$ (1,520,000)	$ -	**$ (1,520,000)**
LPF Reserves	$ -	$ -	$ -	$ (64,392)	**$ (64,392)**
Fuhrman Trust	$ -		$ -		**$ -**
Grants	$ -		$ -		**$ -**
Gifts	$ -		$ -		**$ -**
Misc.	$ -		$ -		**$ -**
005-06 Revenue Estimate	**$ 55,810,401**	**$ -**	**$ 55,810,401**	**$ -**	**$ 55,810,401**
LPF	**$ 55,097,205**	$ -	$ 55,097,205	$ -	**$ 55,097,205**
LPF Reserves	$ -	$ -	$ -	$ -	**$ -**
Fuhrman Trust	$ 330,000	$ -	$ 330,000	$ -	**$ 330,000**
Grants	$ 64,359	$ -	$ 64,359	$ -	**$ 64,359**
Gifts	$ 40,837	$ -	$ 40,837	$ -	**$ 40,837**
Misc.	$ 278,000	$ -	$ 278,000	$ -	**$ 278,000**
	$ (2,340,426)	**$ -**	**$ (2,340,426)**	**$ -**	**$ (2,340,426)**

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004

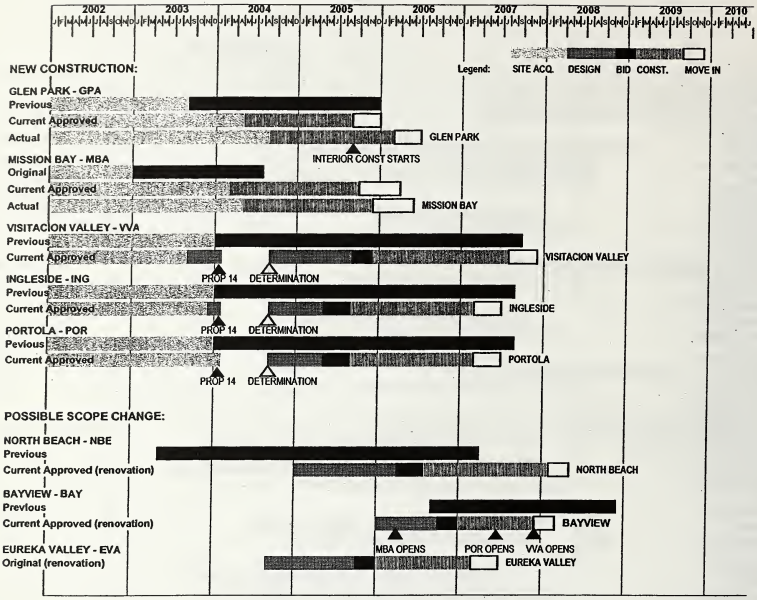


December 16, 2004

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004



CURRENT BUDG REPORT-2000 Branch Library Improvement Bond Program
December 16, 20..

Branch	BUDGET		REVENUE			FUND STATUS		EXPENDITURES/ENCUMBRANCES	
			FUND STRATEGY						
	Baseline Budget (10/01)	Approved Budget (12/04)	City Prop. A Bonds	Other Funds	Total All Sources	Appropriated	Total Available	Actual 30-Nov-04	New This Month
								B	
Site Acquisitions & New Construction									
Glen Park	4,570,000	4,681,000	4,681,000		4,681,000	4,728,250	4,728,250	212,011	2,379
Ingleside	4,570,000	4,843,000	1,943,000	2,900,000 (1)	4,843,000	2,890,000	2,890,000	2,535,242	-
Mission Bay	3,350,000	3,957,000	3,957,000		3,957,000	3,957,000	3,957,000	3,571,583	12,413
Portola	4,570,000	4,388,000	1,988,000	2,400,000 (1)	4,388,000	2,435,000	2,435,000	1,876,730	-
Visitacion Valley	5,320,000	5,826,500	5,826,500		5,826,500	2,870,000	2,870,000	2,232,272	-
Support Services	9,080,000	8,876,000	8,876,000		8,876,000	8,626,000	8,626,000	8,827,249	1,475
SUBTOTAL	*31,460,000*	*32,571,500*	*27,271,500*	*5,300,000*	*32,571,500*	*25,506,250*	*25,506,250*	*19,255,087*	*16,267*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		4,503,000				-
Bayview	3,820,000	3,629,000	3,629,000		3,629,000				
Bernal Heights	5,350,000	5,082,500	5,082,500		5,082,500			18,690	
Eureka Valley	4,580,000	4,351,000	4,351,000		4,351,000			108,712	4,442
Excelsior	3,820,000	3,649,000	3,649,000		3,649,000			18,202	
Golden Gate Valley	5,340,000	5,073,000	5,073,000		5,073,000	3,629,000	3,629,000	2,999,197	18,071
Marina	4,110,000	3,904,500	3,904,500		3,904,500	50,000	50,000		
Merced	4,200,000	3,990,000	3,990,000		3,990,000	976,125	976,125	549,867	375
Noe Valley	4,410,000	4,189,500	4,189,500		4,189,500	-	-		
North Beach	3,460,000	3,287,000	3,287,000		3,287,000	1,047,125	1,047,125	751,914	12,783
Ortega	3,660,000	3,382,000	3,382,000		3,382,000	821,750	821,750	118	
Park	1,310,000	1,244,500	1,244,500		1,244,500	350,000	350,000	140,760	-
Parkside	2,880,000	3,236,000	3,236,000		3,236,000	-	-		
Potrero	4,230,000	4,018,500	4,018,500		4,018,500	2,736,000	2,736,000	89,595	
Presidio	1,530,000	1,453,500	1,453,500		1,453,500	-	-	47,162	4,618
Richmond	7,630,000	7,141,500	41,500	7,100,000 (1) (2	7,141,500	353,400	353,400	136,039	-
Sunset	1,490,000	1,415,500	1,415,500		1,415,500	2,441,500	2,441,500	1,014,732	-
West Portal	4,110,000	4,554,500	4,554,500		4,554,500	1,415,500	1,415,500	250,471	-
Western Addition	3,430,000	3,258,500	3,258,500		3,258,500	976,125	976,125	739,405	42,842
SUBTOTAL	*74,000,000*	*71,363,000*	*64,263,000*	*7,100,000*	*71,363,000*	-	-	196,018	41,537
						14,796,525	*14,796,525*	*7,060,882*	*124,668*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000		800,000	600,000	600,000	590,383	75
Program Consultants	750,000	750,000	750,000		750,000	562,500	562,500	169,664	4,252
City Program Management	3,600,000	3,600,000	3,600,000		3,600,000	1,013,822	1,013,822	1,310,553	35,005
Real Estate Dept	120,000	235,281	235,281		235,281	235,281	235,281	235,281	
Art Enrichment Program		302,000	302,000		302,000	302,000	302,000	122,951	1,006
Program Interim Services		438,400	253,542	184,858 (4)	438,400	300,000	300,000	259,175	
Relocation & Moving Reserve	4,360,000	410,000	94,858	315,142 (4)	410,000				
Furniture & Equipment Reserv	15,000,000	16,000,000		16,000,000 (3)	16,000,000				
Bond Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000	338,622	338,622	290,051	
Program Reserve	1,675,000	6,794,819	6,794,819		6,794,819				
SUBTOTAL	*27,805,000*	*30,830,500*	*14,330,500*	*16,500,000*	*30,830,500*	*3,352,225*	*3,352,225*	*2,978,058*	*40,338*
TOTAL	133,265,000	134,765,000	105,865,000	28,900,000	134,765,000	43,655,000	43,655,000	29,294,027	181,273

(1) Prop. 14 State Grants
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000)
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Library Preservation Fund approved by Library Commission ($500,000) 1/04

Branch	Contacts	Statistics	Activities	Schedule

Mission Bay Branch
4th and Berry Streets

District/Supervisor:
6 / Daly
Architect:
Santos Prescott
Hardison Komatsu Ivelich & Tucker
Contractor:
Cahill Construction
Developer:
Mercy Housing
SF Redevelopment Agency

Bid:	**$2,433,635**
Change Orders:	**$17,791**
Total Contract:	**$2,451,427**
Payments:	**$379,759**
Duration:	**638 days**
Extensions:	**0 days**
Total Duration:	**638 days**
End Date:	**12/06/05**

Concrete placement for second floor columns & walls
Formwork for second floor slab
No change orders this month

■ Design □ Const □ Move In

Glen Park Branch
2815 Diamond Street

District/Supervisor:
8 / Dufty
Architect:
Sternberg Benjamin (shell)
Tom Eliot Fisch (interior)
Bureau of Architecture (interior)
Contractor/Developer (shell):
Diamond LLC
Contractor (interior):
TBD

Purchase Price:	**$3,361,000**
Est'd Completion:	**9/1/05***

*** Interior construction begins**

Ground floor slab done
First floor slab residential done
Library concrete lobby walls placed
No payments made till finished
Design of interior construction proceeding. Bid spring/summer 2005.

■ Design
□ Const
■ Interior Const
□ Move In

Branch	Contacts	Statistics	Activities	Schedule

Excelsior Branch

4400 Mission Street

District/Supervisor:
11 / Sandoval
Architect:
DPW Bureau of Architecture
Contractor:
CDX Builders

Bid:	**$1,793,800**
Change Orders:	**$126,689**
Total Contract:	**$1,920,489**
Payments:	**$808,292**
Duration:	**460 days**
Extensions:	**-90 days**
Total Duration:	**370 days**
End date:	**03/27/05**

Access floor installation done
Drywall & taping
Solar equipment inside
One change order this month for miscellaneous hidden conditions

■ Design ■ Bid
□ Const □ Move In

Support Services Center

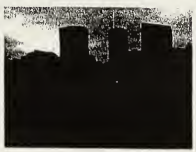
190 9th Street

District/Supervisor:
6 / Daly
Architect:
DPW Bureau of Architecture
Tom Eliot Fisch
Contractor:
Kin Wo

Bid:	**$493,000***
Change Orders:	**$171,454**
Total Contract:	**$664,454**
Payments:	**$472,385**
Duration:	**120 days**
Extensions:	**89 days**
Total Duration:	**209 days**
Substantial Completion:	**11/20/04**
Final Completion:	**12/20/04**

Kin Wo: Rough opening for elevator door done
Sidewalk replacement 95%
City: Installing fiber, teldata, security systems
Library: elevator door by Library vendor
HVAC controls by Library vendor
No change orders this month
* $181,027 Bond funds

■ Design ■ Bid
□ Const □ Move In



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HOUGHEN
BINDERY LTD
UTICA/OMAHA NE.
2004